

1. Public Health Practice

The following questions will help you to assess your current proficiency and identify areas of focus for your orientation plan. Please check the appropriate response for each question in the boxes provided. The three column reflect the three levels of proficiency, and are labeled:

- PRO = Proficient
- KNOW = Knowledgeable
- AWARE

Self Assessment

PUBLIC HEALTH PRACTICE	PRO	KNOW	AWARE	N/A
Have you ever worked in public health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ in Washington State?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand the core functions of public health and the 10 Essential Public Health Services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with the "Public Health Improvement Plan", including the Standards for Public Health Performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you a member of the Washington State Public Health Association?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you a member of the American Public Health Association?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever participated in an infectious disease outbreak investigation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever participated in a food-borne or water-borne disease outbreak or investigation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever participated in a community health assessment process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you had experience with other public health programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you think you need further orientation to basic public health practice to adequately perform your duties as public health nursing director?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list other areas needing further orientation, if any: _____

1. Basic Public Health Practice

BASIC LEVEL

Basic Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB1 Welcome to Public Health: A Guidebook for Local Board of Health Members (University of Washington and Washington State Board of Health, 1996)</p> <p>Description: a 20-page booklet developed by the Washington State Board of Health and the Northwest Center for Public Health Practice in 1996 describing the history of public health in Washington State, the agencies involved, and the general framework of local public health. Booklet also includes a list of commonly used acronyms.</p> <p>Recommended for: public health nursing directors with no prior experience in public health Estimated time to complete: <30 min</p> <p>To obtain/access: available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB2 Public Health Improvement Plan (Executive Summaries for 1994, 1996, and 1998) (Washington State Department of Health)</p> <p>Description: executive summaries from documents published each biennium (i.e., 1994, 1996, 1998) by the Washington State Department of Health and the Public Health Improvement Plan Steering Committee. These documents outline the operating philosophy to improve health in Washington State based on the core functions of public health and data-based decision making and progress made since introduction of the concept in 1994.</p> <p>Recommended for: all public health nursing directors Estimated time to complete: 1 hour</p> <p>To obtain/access: Washington State Department of Health Website: http://www.doh.wa.gov/Publicat/94_PHIP/94php.htm (1994) not yet posted to web (1996) http://www.doh.wa.gov/Publicat/98_PHIP/default.htm (1998)</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>WB3 Ten Essential Public Health Services</p> <p>Description: a list of services, developed by a Centers for Disease Control and Prevention workgroup and revised by the Core Functions of Public Health Steering Committee, to be provided routinely by local, state, and federal public health agencies. The list is consistent with the core functions of public health but gives more clarity to the role of public health in health care and increases</p>

Basic Level	Written Materials/References
<p>Completed Date:</p> <p>Comments:</p>	<p>the likelihood that public health will "speak with one voice" about their priorities.</p> <p>Recommended for: all PHND Estimated completion time: <30 minutes</p> <p>To obtain/access: information on the Ten Essential Services can be obtained through Association of Schools for Public Health http://www.asph.org/aa_section.cfm/3 (listing of core functions and ten essential services)</p> <p>American Public Health Association http://www.apha.org/ppp/science/10ES.htm (a history of the core functions and ten essential services and description of each essential service)</p> <p>University of Pittsburgh http://www.pitt.edu/~super1/lecture/lec1971/001.htm (a lecture by V. Dato, "Principles of Public Health: the Mission, Core Functions, and Ten Essential Services")</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB4 Proposed Standards for Public Health in Washington (Washington State Department of Health, 1999)</p> <p>Description: an outline developed by committees of public health practitioners of policies, procedures, programs, and activities that must be in place at the state and local level to protect public health in Washington. Standards are proposed for five key areas of public health practice and, for each standard, a set of measures is provided for local and state agencies.</p> <p>Recommended for: all PHND Estimated time to complete: 1 hour</p> <p>To obtain/access: available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB5 Commonly used acronyms in public health</p> <p>Description: a list of commonly used abbreviations for selected government agencies, positions, and diseases. The list was developed by the Northwest Center for Public Health Practice, the UW School of Public Health and Community Medicine, and the Washington State Board of Health in 1996.</p> <p>Recommended for: all PHND Estimated completion time: not applicable (reference)</p> <p>To obtain/access: available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street</p>

Basic Level	Written Materials/References
	PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov

Basic Level	Activities
Selected for orientation plan: <input type="checkbox"/> Yes <input type="checkbox"/> No Completed Date: Comments:	AB1 PHND Newcomers Group Description: periodic, guided discussions in which participants reflect on their problems, frustrations, and successes as PHND and generate solutions to and guidance on commonly occurring problems. (See PHND_Newcomers.doc for more details.) Recommended for: all new PHND Estimated time to complete: 1-1.5 hour meeting held in conjunction with PHND Forum meetings To obtain/access: Chair Public Health Nursing Directors Forum
Selected for orientation plan: <input type="checkbox"/> Yes <input type="checkbox"/> No Completed Date: Comments:	AB2 PHND Buddy System Description: pairing of an experienced (i.e., seasoned) PHND working in Washington State with each new PHND. The purpose of the system is to provide intermittent, individualized, practical, and relevant guidance as needed to the new PHND in the performance of his/her PHND duties and responsibilities. (See Appendix for full details.) Recommended for: all new PHND Estimated time to complete: one year which can be extended if deemed desirable To obtain/access: arranged by the DOH Local Public Health Nurse Liaison: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov

SECONDARY LEVEL

Secondary Level	Written Materials / References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS1 Core Public Health Functions: A Progress Report from the Washington State Core Government Public Health Functions Task Force (January 1993)</p> <p>Description: a 13-page document developed by the Washington State Core Government Public Health Functions Task Force in 1993 to explain population-based services and the core functions of public health. NOTE: In this document, only "assessment", "policy development", and "assurance" are listed as core function. Ultimately, Washington State adopted a list that includes "prevention" and "administration" and expands the assurance role to include "access and quality".</p> <p>Recommended for: all PHND Estimated completion time: <30 minutes</p> <p>To obtain/access: available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS2 Public Health Nursing within Core Public Health Functions: A Progress Report from the Public Health Nursing Directors (June 1993)</p> <p>Description: a 12-page document developed by the Washington State Public Health Nursing Directors in 1993 that describes how public health nursing activities relate to the core functions of public health. The document includes three case studies based on real-life problems (that the reader can work through) that demonstrate how core functions are performed by public health nurses. (This document is a companion to "Core Public Health Functions: A Progress Report from the Washington State Core Government Public Health Functions Task Force".)</p> <p>Recommended for: all PHND Estimated completion time: 1 hour To obtain/access: available from Washington State Department of Health. Contact:: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>

Secondary Level	Written Materials / References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS3 Core Public Health Functions: Environmental Health: A Report from the Environmental Health Directors of Washington State (September 1993)</p> <p>Description: an 8-page document developed by the Washington State Environmental Health Directors that describes how environmental health activities relate to the core functions of public health. The document includes a specific example of environmental health responding to an outbreak of <i>E. coli</i> O157:H7. (This document is a companion to “Core Public Health Functions: A Progress Report from the Washington State Core Government Public Health Functions Task Force”.)</p> <p>Recommended for: all PHND Estimated completion time: 1 hour</p> <p>To obtain/access: available from Washington State Department of Health. Contact:: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS4 Public Health Improvement Plan (full report) (Washington State Department of Health, 1994)</p> <p>Description: a landmark document published by the Washington State Department of Health and the Public Health Improvement Plan Steering Committee in 1994. This document outlines an operating philosophy to improve health in Washington State based on the core functions of public health and data-based decision making. It includes comprehensive recommendations for public health capacity, finance and governance of the public health system, as well as standards and strategies for addressing key public health problems.</p> <p>Recommended for: all PHND Estimated time to complete: 10-12 hours</p> <p>To obtain/access: available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>

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<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS5 Public Health Improvement Plan: A Blueprint for Action (full report) (Washington State Department of Health, 1996)</p> <p>Description: the second biennial report in follow-up to the 1994 Public Health Improvement Plan. This report further defines the infrastructure needed to assure healthy communities, document improvements to date, and recommends future enhancements and improvements in public health practice.</p> <p>Recommended for: all PHND Estimated time to complete: 5 hours</p> <p>To obtain/access: available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS6 1998 Public Health Improvement Plan (full report) (Washington State Department of Health, 1998)</p> <p>Description: the third biennial report in follow-up to the 1994 Public Health Improvement Plan (PHIP). This report outlines the significant challenges faced by public health, describes accomplishments toward the PHIP to date, and provides action plans to address the challenges at a statewide level. A large portion of the document is devoted to county-by-county vignettes about how local communities are putting public health improvement ideas to work.</p> <p>Recommended for: all PHND Estimated time to complete: 2 hours</p> <p>To obtain/access: available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p> <p>In Binder</p>

Secondary Level	Written Materials / References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS7 Proposed Standards in Washington State: Best Practices Report (December 2000)</p> <p>Description: a listing of “best practices” for systems and processes that address the Washington State proposed standards for public health (and associated measures). The list was developed by MCPP Health Care Consulting, Inc. and Pacific Rim Resource, Inc. through site visits at the 34 local health jurisdictions and 20 programs in the State Department of Health. Each site identified the “best practices” for each standard/measure it wished to share with the consultants. Consultants then selected the “best practice” for the state based on an agreed upon set of criteria.</p> <p>The document is organized by standards and measure. It includes a title for the best practice and source and rationale for including the practice in the report. To use effectively, one must refer to a supplementary report “Best Practices Toolkit” that includes a copy of each document listed in the best practices report.</p> <p>Recommended for: all PHND Estimated time to complete: varies</p> <p>To obtain/access: available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>

Secondary Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AS1 “Core Functions of Public Health Training”</p> <p>Description: a one-day workshop sponsored by the State Department of Health to help public health practitioners better understand the core functions of public health. The workshop, which includes public health practitioners from a wide variety of disciplines, backgrounds, and public health experiences, has the following objectives:</p> <ol style="list-style-type: none"> 1) description of the core functions of public health 2) participation in agency discussions about the implementation of core functions 3) ability to use the “prioritization model”, “facilitation tool”, and “community models system” <p>Workshops are scheduled several times each year in different parts of the state.</p> <p>Recommended for: PHND with limited experience in public health who have not taken this training Estimated time to complete: 1 day (not including travel time)</p> <p>To obtain/access: linkage on website through Washington State Public Health Training Network http://healthlinks.washington.edu/nwcp/hp/waphtn/</p>

Secondary Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AS2 Rhododendron County Health Department Case Study</p> <p>Description: a case study developed by Bill Dowling from the University of Washington School of Public Health and Community Medicine to help public health practitioners work better with each other, the local board of health, community members, and special interest groups. Participants of the case study assume one of several roles in the Rhododendron County scenario. They are given some background about their role and about the county in which they serve. Participants are presented with a problem through which they must work and come to some resolution.</p> <p>Recommended for: PHND with selected staff members from their local health jurisdiction Estimated time to complete: one day (can be broken up into sections)</p> <p>To obtain/access: case study text available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p> <p>Persons interested in undertaking this case study should contact Bill Dowling or Jim Gale at UW for guidance. There are no facilitator guides to the case study and it may not be entirely clear how to progress through the exercise from participant materials.</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AS3 Setting Community Health Priorities (PHTN self-study course)</p> <p>Description: a computer-based training course designed to teach public health professionals how to set community health priorities. The course is based on the eight steps of "The Community Process", which is one part of the Assessment Protocol for Excellence in Public Health (APEX-PH) program. The goal for this program is for the learner to be able to follow a process that involves both the health department and the community in determining health priorities for the community by evaluating and balancing community-expressed and data-driven priorities.</p> <p>Recommended for: PHND with limited background in public health Estimated time to complete: 2-3 hours</p> <p>To obtain/access: software can be obtained from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>

ADDITIONAL ITEMS

Additional Items	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA1 Public Health Nursing Leadership: Creating Opportunities in the New Millennium (Berkowitz, et al. document, no date)</p> <p>Description: a workbook for public health nurses who want to improve their leadership and management skills within the framework of current trends in the practice of public health. Topics include the environment in which public health is practiced, the expanded role of public health nurses as compared to the traditional responsibilities of yesteryear, working with coalitions and partnerships, and the management skills necessary to perform the core functions of assessment, policy development, and assurance. Each of the 9 chapters include objectives, essential readings, and learning activities that help the reader apply concepts covered in the chapter to their own work setting or situation.</p> <p>Recommended for: all PHND Estimated time to complete: 2-3 hours per chapter x 9 chapters (it is likely that work will be spread out over several weeks)</p> <p>To obtain/access: available from the DOH Local Public Health Nurse Liaison. Contact: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA2 The Future of Public Health (Institute of Medicine, 1988)</p> <p>Description: A frequently referenced study published by the Institute of Medicine in 1988. This document attempts to describe the mission of public health, its current state, and the barriers to improvement. The document also provides recommendations for dealing with the mission of public health, the governmental role in fulfilling the mission, and the responsibilities unique to each level of government as well as "instrumental" recommendations such as statutory framework, strategies to build capacity in public health agencies, and education for public health practitioners.</p> <p><u>The Future of Public Health</u> Committee for the Study of the Future of Public Health Division of Health Care Services Institute of Medicine National Academy Press Washington, D.C. 1988 ISBN 0-309-03830-8</p> <p>Recommended for: PHND with limited prior experience in public health; this document may also be useful for other PHND looking for direction and outside philosophical support for selected public health activities Estimated time to complete: 8-10 hours</p> <p>To obtain/access: Download from website</p>

Additional Items	Written Materials/References
	<p>http://www.nap.edu/books/0309038308/html/index.html Full book divided into chapters online</p> <p>Also available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA3 Healthy Communities: New Partnerships for the Future of Public Health (Institute of Medicine, 1996)</p> <p>Description: review by Institute of Medicine Committee of progress made in public health since The Future of Public Health was published. The document supplements and updates the original publication with a particular emphasis on the relationship between 1) public health agencies, the public's health, and managed care and 2) the role of the public health agency in the community.</p> <p><u>Healthy Communities: New Partnerships for the Future of Public Health</u> Michael A. Stoto, Cynthia Abel, and Anne Dievler, Editors Institute of Medicine National Academy Press Washington, D.C. 1996 ISBN 0-309-05625-X</p> <p>Recommended for: PHND with limited prior experience in public health; this document may also be useful for other PHND looking for direction and outside philosophical support for selected public health activities Estimated time to complete: 2-3 hours</p> <p>To obtain/access: Download at: http://www.nap.edu/catalog/5475.html</p> <p>Also available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA4 Informing the Future: Critical Issues in Health (Institute of Medicine, 2001)</p> <p>Description: a 128-page document describing the work of the Institute of Medicine (IOM) and policy areas felt to be important in the next few years. This document includes a review of other IOM publications and further discussions of changing health care delivery, special populations (e.g., children, minorities, and the elderly), behavioral and social sciences, public health policy (e.g., HIV, food safety, tobacco policy, sexually transmitted diseases, and tuberculosis), and medical research.</p>

Additional Items	Written Materials/References
	<p>The IOM is dedicated to improving decision-making by identifying scientifically sound evidence to inform the deliberative process. Over its history, the IOM has become recognized through its projects as a national resource of judgment and veracity in the analysis of issues relating to human health.</p> <p>Recommended for: PHND looking for direction and outside philosophical support for selected public health activities</p> <p>Estimated time to complete: 3-4 hours</p> <p>Obtain/access online at www.iom.edu/transition2000</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA5 Health Policy Coach (website)</p> <p>Description: a peer-reviewed collection of policy-based strategies that have been developed and implemented in communities across the country. The collection, developed by the California Center for Health Improvement, includes a range of policies from both the public and private sectors, at local, state and federal levels. The policies are arranged according to five broad determinants of health -- healthcare, education, safety, work and the environment -- and are presented in the form of policy profiles. Each profile includes background information, policy examples, evidence of effectiveness, contact information for relevant individuals and organizations and a complete list of references.</p> <p>Recommended for: all new PHND</p> <p>Estimated time to complete: varies depending on nature of interest</p> <p>To obtain/access: website http://www.healthpolicycoach.org/</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA6 Guide to Clinical Preventive Services (U.S. Preventive Services Task Force, 1997) (book and website)</p> <p>Description: recommendations developed by the U.S. Preventive Services Task Force on preventive interventions -- screening tests, counseling interventions, immunizations, and chemoprophylactic regimens -- for more than 80 target conditions. This report explores prevention in the clinical setting for a wide range of disease categories and for patients of all ages. The comprehensive and systematic review of evidence for each topic provides the means to compare the relative effectiveness of different preventive services and to determine, on the basis of scientific evidence, the most likely benefit to patients.</p> <p><u>Guide to Clinical Preventive Services</u> U.S. Preventive Services Task Force 2nd edition (October 1997) Reiter's Scientific & Professional Books ISBN: 1883205131</p> <p>Recommended for: all PHND</p> <p>Estimated time to complete: not applicable (reference)</p> <p>To obtain/access: search by topic available online at website http://odphp.osophs.dhhs.gov/pubs/GUIDECPS/</p> <p>Also available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street</p>

Additional Items	Written Materials/References
	<p>PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p> <p>Need to get website address from LHO website (Orientation Matrix)</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA7 Guide to Community Preventive Services (website)</p> <p>Description: a website that provides recommendations on use (or non-use) of population-based interventions for a variety of public health topics. The recommendations are based on systematic reviews of scientific evidence of effectiveness. The Community Guide is being developed by the Task Force on Community Preventive Services, a 15-member panel of non-federal experts in population-based health, convened by but independent of the Department of Health and Human Services. The Community Guide, currently under development, is organized according to changing risk behaviors, reducing specific diseases, injuries or impairments, and addressing environmental and ecosystem challenges.</p> <p>Recommended for: all PHND Estimated time to complete: not applicable (reference)</p> <p>To obtain/access: search by topic available online at website http://www.thecommunityguide.org/home_f.html</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA8 Performance measurement (Bonnie Kostecky, October 1999)</p> <p>Description: handout from a presentation given by Bonnie Kostecky to the PHND Forum on performance measures. The handout includes basic terminology, a worksheet for laying out program activities and performance measures, and a list of references on program evaluation including internet sites.</p> <p>Recommended for: all PHND Estimated time to complete: <30 minutes</p> <p>To obtain/access: available from the DOH Local Public Health Nurse Liaison. Contact: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>

Additional Items	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AA1 New “Core Functions” modules such as policy development and community mobilization</p> <p>(to be developed)</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AA2 NWCPHP Summer Institute</p> <p>Description: practice-oriented education and training for practitioners in public health agencies and community-based health centers provided by the Northwest Center for Public Health Practice. The Institute occurs each summer at the University of Washington and lasts for several weeks. Course offerings vary each year but include epidemiology/ assessment, management, public health policy and law, and informatics.</p> <p>Recommended for: PHND desiring further training in selected public health topics</p> <p>Estimated completion time: students can register for the full two weeks, for one week, or for individual courses. Tuition is \$700 per week and \$20 per contact hour.</p> <p>To obtain/access: further information can be accessed online at http://healthlinks.washington.edu/nwcphp/edu/si/intro.html</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AA3 University of Washington Certificate Program in Public Health Practice</p> <p>Description: a graduate credit program in public health practice delivered through a combination of distance learning and intensive onsite instruction at the University of Washington. The program provides theoretical and practical knowledge for public health professionals who wish to gain additional expertise in their field. The program covers topics in epidemiology, community development and prevention strategies, public health services evaluation, policy development and program planning, and administration and management. Program participants earn 18 graduate credits that may be applied toward a Master's in Public Health degree. There is a nonrefundable application fee of \$45. Tuition is \$374 per credit. Tuition for the entire program is \$6,732. Limited tuition assistance is available.</p> <p>Recommended for: PHND who are interested in additional public health expertise in their field</p> <p>Estimated completion time: nine months</p> <p>To obtain/access: http://healthlinks.washington.edu/nwcphp/gcp.html</p>

Additional Items	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AA4 “Epidemiology in Action”Error! Bookmark not defined. (CDC/Emory University course)</p> <p>Description: a 2-week course (sponsored by CDC and Emory University) in Atlanta, Georgia, on applied epidemiology designed for practicing federal, state, and local health department professionals. This course emphasizes the practical application of epidemiology to public health problems and consists of lectures, workshops, classroom exercises, and computer laboratory. Topics include: descriptive epidemiology and biostatistics, analytic epidemiology, epidemic investigations, public health surveillance, interpretation and communication of data, surveys and sampling, computers and Epi Info training, discussions of selected prevalent diseases.</p> <p>Recommended for: PHND who are interested in additional training in epidemiology Estimated completion time: 2 weeks (including travel time)</p> <p>To obtain/access: http://www.sph.emory.edu/EPICOURSES/basic.htm</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AA5 “Principles of Epidemiology” (PHTN self-study course)</p> <p>Description: print-based self-study course developed by CDC in 1992 that covers basic epidemiology principles, concepts, and procedures used in the surveillance and investigation of health-related events. The course is divided into six lessons that use real-life examples, exercises, and self-assessment quizzes to convey and reinforce key points for students. The lessons include:</p> <ul style="list-style-type: none"> • Introduction to epidemiology • Frequency measures used in epidemiology • Measures of central location and dispersion • Organizing epidemiologic data • Public health surveillance • Investigating an outbreak <p>Recommended for: PHND who have assessment responsibilities and have not had previous courses in epidemiology Estimated completion time: 42 hours</p> <p>To obtain/access available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>

2. Local Health Jurisdiction

The following questions will help you to assess your current proficiency and identify areas of focus for your orientation plan. Please check the appropriate response for each question in the boxes provided. The three column reflect the three levels of proficiency, and are labeled:

- PRO = Proficient
- KNOW = Knowledgeable
- AWARE

Self Assessment

LOCAL HEALTH JURISDICTION	PRO	KNOW	AWARE	N/A
Have you ever been a public health nursing director?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ in Washington State?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand the roles and responsibilities common to most public health nursing directors in Washington State?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you worked in this local health jurisdiction before?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with the organizational structure of the local health jurisdiction? (e.g., divisions/departments and key programs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you acquainted with senior management and program leads in the local health jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with the major health problems in the community and high priority public health activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you think you need further orientation to the local health jurisdiction to adequately perform your duties as public health nursing director?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list other areas needing further orientation, if any: _____

BASIC LEVEL

Basic Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB1 LHH organizational charts</p> <p>Description: description of local health jurisdiction organizational structure including divisions, offices, and programs, supervisors/leads, and staffing.</p> <p>Recommended for: all PHND Estimated time to complete: <30 minutes</p> <p>To obtain/access: must be obtained locally</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB2 Collection of local policies and procedures for LHH operations</p> <p>Description: policies and procedures used to direct everyday LHH operations such as hiring and firing, protection of confidentiality, and internal and external communications. Although these documents may be difficult to read and absorb upon the initial viewing, new PHND should have some familiarity with their existence and scope so that they can examine individual policies and procedures when necessary.</p> <p>Recommended for: all PHND Estimated time to complete: varies</p> <p>To obtain/access: must be obtained locally</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB3 Collection of local ordinances</p> <p>Description: statutes and regulations enacted by the city or county government that are limited to the local jurisdiction. By law, local ordinances must build upon and be more restrictive than state or federal laws. Examples of local ordinances include things like water fluoridation, advertisement of tobacco products, and needle exchange programs.</p> <p>Recommended for: all PHND Estimated time to complete: varies</p> <p>To obtain/access: must be obtained locally</p> <p>Copies of most local ordinances can also be viewed online at the Municipal Research & Services Center website at http://www.mrsc.org/ordsearch.htm</p>

Basic Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB4 Information on demographics of the community</p> <p>Description: description of community including population size, density and location, age distribution, race/ethnicity, income, education, and leading sources of employment.</p> <p>Recommended for: all PHND Estimated time to complete: varies</p> <p>To obtain/access: must be obtained locally</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB5 LHJ community health assessment</p> <p>Description: locally generated data and reports about the health of the community. This includes the local health jurisdiction community health assessment, notifiable conditions reports, death and birth data, immunization coverage data, and CIMS/WIC data. This information will help the new PHND better understand the major health problems and concerns in the community.</p> <p>Recommended for: all PHND Estimated time to complete: varies</p> <p>To obtain/access: must be obtained locally</p>

Basic Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB1 Individual meetings with key players in local health jurisdiction</p> <p>Description: informal meeting(s) with key players in the local health jurisdiction including county managers, commissioners, Health Director/Administrator, Local Health Officer, Environmental Health Director, and other staff. Objectives will vary depending on meeting participants but include:</p> <ol style="list-style-type: none"> 1) description of key health problems and issues in the community 2) overview of programs, staff, and organization of the local health jurisdiction 3) discussion of key relationships (e.g., between the city and county, the local health jurisdiction and the local board of health and/or county commissioners) 4) initial discussion of local health jurisdiction mandated responsibilities (i.e., through state law and local ordinances) versus elective responsibilities 5) description of new PHND's background and experience 6) clarification of new PHND's roles and responsibilities 7) clarification of lines of communication and supervision 8) provision of contact information for key players (routine and emergency) 9) arrangement of future meetings to discuss program activities and responsibilities in greater detail <p>Ideally, these meetings should take place within the first few weeks of the new PHND's start date and should be a prelude to more in-depth meetings about individual and shared roles and responsibilities. In addition, these early discussion may provide critical insights into the political workings of the local health jurisdiction and how best to get work done.</p>

Basic Level	Activities
	<p>Recommended for: all new PHND Estimated time to complete: several hours (not including travel time)</p> <p>To obtain/access: should be arranged locally</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB2 Local Board of Health meeting</p> <p>Description: participation in Local Board of Health meetings to the degree appropriate for each agency. Meeting attendance can help the new PHND understand:</p> <ol style="list-style-type: none"> 1) the personalities of the individual LBOH members 2) how the LBOH works through problems and issues 3) how the LBOH interacts with or supports the LHJ 4) public health issues of interest to local government and the community. <p>Recommended for: all PHND Estimated time to complete: varies</p> <p>To obtain/access: must be arranged locally</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB3 Individual meetings with staff</p> <p>Description: interviews with each staff member supervised by the PHND to understand their job responsibilities and assess their strengths, weaknesses, and expectations. These meetings can help the new PHND better understand local health jurisdiction capacity and what improvements can be made. Useful questions for staff interviews include:</p> <ul style="list-style-type: none"> • What do you do? • What experience or training have you had to prepare you for your job? • What do you like/not like about your job? • What can PHND do to make your job more meaningful? • What are the 4-5 most important things in your life? <p>Recommended for: all new PHND Estimated time to complete: at least 30 minutes per staff member</p> <p>To obtain/access: should be arranged locally</p>

SECONDARY LEVEL

Secondary Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS1 Materials used to orient Local Board of Health members</p> <p>Description: materials used to orient new Local Board of Health members to public health.</p> <p>Recommended for: PHND where materials are available Estimated time to complete: varies</p> <p>To obtain/access: must be obtained locally</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS2 Local Board of Health meeting minutes</p> <p>Description: records of past Local Board of Health meetings such as minutes, notes, or agendas. This information can help the new PHND understand: 1) the workings of the LBOH, 2) how it interacts with or supports the LHJ, and 3) public health issues of interest to local government and the community.</p> <p>Recommended for: all PHND Estimated time to complete: varies</p> <p>To obtain/access: must be obtained locally</p>
Secondary Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AS1 Meetings/contact with other community members</p> <p>Description: meetings with key community members likely to influence local public health and its practice. Objectives of the meetings include:</p> <ol style="list-style-type: none"> 1) introduction of community member ("the contact"), other organization members, the PHND, and participating LHJ staff 2) discussion of the contact's (or his/her organization's) roles and responsibilities and how they may overlap with local public health practice and other peer organizations 3) observations (as viewed by the contact) about the community including composition, groups of special interest, and current issues 4) observations (as viewed by the contact) on key public health problems in the community 5) concerns of contact about public health practices or organization 6) identification of shared goals and visions with regards to the community and public health 7) identification of possible resources (and opportunities) available through the contact and his/her organization or the local health

Secondary Level	Activities
	<p>jurisdiction</p> <p>8) discussion of means to interact in the future (e.g., how local health officer can be contacted, best contact person from the community organization)</p> <p>Recommended for: all PHND Estimated completion time: varies</p> <p>To obtain/access: should be arranged locally</p>

ADDITIONAL ITEMS

Additional Items	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA1 Assessment Protocol for Excellence in Public Health (APEX) Evaluation Part I (if available)</p> <p>Description: an assessment of the organizational capacity of the health department using a workbook developed by the Centers for Disease Control and Prevention, the National Association of County Health Officials, and other collaborators. The document, completed by the local health department, includes indicators that focus on authority to operate, community assessment, policy development, and major administrative areas. By reading the local APEX evaluation, the PHND can learn more about the local health jurisdiction.</p> <p>Recommended for: PHND from LHJs where APEX has been undertaken Estimated time to complete: varies</p> <p>To obtain/access: completed APEX-PH documents must be obtained locally</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA2 Mobilizing for Action through Planning and Partnership (MAPP) (if available)</p> <p>Description: a community-wide strategic planning tool, developed by NACCHO and CDC, for improving community health. Facilitated by public health leadership, this tool helps communities prioritize public health issues and identify resources for addressing them. The process includes four strategic assessments undertaken by the local community: 1) community themes, 2) a local public health system assessment, 3) a community health status assessment, and 4) an evaluation of the forces of change. Community ownership is the focus of MAPP. Because the community's strengths, needs, and desires drive the process, MAPP provides the framework for creating a truly community-driven initiative.</p> <p>(NOTE: This tool was originally called the Assessment and Planning Excellence through Community Partners for Health [APEX-CPH].) By reading locally created MAPP materials, the PHND can learn about the local health jurisdiction, the health of the community, and community dynamics.</p> <p>Recommended for: PHND from LHJs where MAPP has been used</p>

Additional Items	Written Materials/References
	<p>Estimated time to complete: varies</p> <p>To obtain/access: completed MAPP documents must be obtained locally</p> <p>Information on the MAPP process is available online at: http://nacchoweb.naccho.org/MAPP_Home.asp</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA3 Protocol for Assessing Community Excellence in Environmental Health (PACE-EH) (if available)</p> <p>Description: a tool developed by NACCHO to help local communities and health departments conduct a community-based environmental health assessment and create an accurate and verifiable profile of the community's environmental health status. The methodology takes the user through a series of steps to engage the public, collect necessary and relevant information pertaining to community environmental health concerns, rank issues, and set local priorities of action. At the heart lay three core processes: developing new relationships with community stakeholders, expanding the understanding of the relationship between human health and the state of the environment, and redefining the leadership role for public health officials in environmental health. By reading locally created PACE-EH materials, the PHND can learn about environmental health problems and issues in the community as well as key players and community dynamics.</p> <p>(NOTE: This tool was originally called Assessment and Planning for Excellence in Environmental Health [APEX-EH].)</p> <p>Recommended for: PHND from LHJs where PACE has been used Estimated time to complete: varies</p> <p>To obtain/access: completed PACE-EH documents must be obtained locally</p> <p>Information about the PACE process is available online at: http://www.bixler.com/naccho/GENERAL261.htm</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA4 Planned Approach to Community Health (PATCH) (if available)</p> <p>Description: a process, developed by CDC in partnership with state and local health departments and community groups, that is used by communities to plan, conduct, and evaluate health promotion and disease prevention programs. The PATCH process helps the community establish a health promotion team, collect and use local data, set health priorities, and design and evaluate interventions. By reading locally created PATCH materials, the PHND can learn more about the LHJ.</p> <p>Recommended for: PHND from LHJ where PATCH has been used Estimated time to complete: varies</p> <p>To obtain/access: completed PATCH documents must be obtained locally.</p> <p>Information about the PATCH process is available online at: http://www.cdc.gov/nccdphp/patch/00binaries/01patch-guideonly.pdf</p> <p>For more information on the PATCH process, contact:</p>

Section 7: Learning Resource Tool Kit

Additional Items	Written Materials/References
	<p>Heidi Keller Washington State Department of Health P.O. Box 47833 Olympia, WA 98504-7833 (360) 236-3782 (360) 753-9100 (FAX) heidi.keller@doh.wa.gov</p>

3. Other Partners

The following questions will help you to assess your current proficiency and identify areas of focus for your orientation plan. Please check the appropriate response for each question in the boxes provided. The three column reflect the three levels of proficiency, and are labeled:

- PRO = Proficient
- KNOW = Knowledgeable
- AWARE

Self Assessment

OTHER PARTNERS	PRO	KNOW	AWARE	N/A
Have you worked with the State Department of Health in the past?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you worked with the State Department of Social and Health Services in the past?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with the Washington State Association of Local Public Health Officials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you live in the community in which the local health jurisdiction is located?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you acquainted with key leaders in this community? (e.g., County Commissioners, mayor, hospital administrator)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you think you need further orientation to other partners to adequately perform your duties as public health nursing director?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list other areas needing further orientation, if any: _____

BASIC LEVEL

Basic Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB1 Lists of key local players</p> <p>Description: a list of community members, including positions, offices, organizations, and other groups, that are likely to be influential to local public health and its practice. These key community members will have a unique understanding of the local people and their health (including special groups) and may be able to provide knowledge, expertise, man power, political support, or even financial support to promote local public health activities (or influence others who could provide these resources). These key members could also mount opposition to public health activities and should be considered and consulted early in any planned activity. It is recommended that the new PHND become familiar/acquainted with these key members of the community early in their tenure to facilitate their work and interactions with the community.</p> <p>Recommended for: all PHND Estimated completion time: not applicable (reference)</p> <p>To obtain/access: Examples of positions, offices, and organizations that meet the above description are provided in "key_players.doc". The list needs to be edited for local relevance. Specific names, titles, and means to contact these people/organizations should be included.</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB2 Commonly used acronyms in public health</p> <p>Description: a list of commonly used abbreviations for selected government agencies, positions, and diseases. The list was developed by the Northwest Center for Public Health Practice, the UW School of Public Health and Community Medicine, and the Washington State Board of Health in 1996.</p> <p>Recommended for: all PHND Estimated completion time: not applicable (reference)</p> <p>To obtain/access: linkage through the website; "PH_acronyms.doc"</p>
Basic Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB1 PHND Buddy System</p> <p>Description: pairing of an experienced (i.e., seasoned) PHND working in Washington State with each new PHND. The purpose of the system is to provide intermittent, individualized, practical, and relevant guidance as needed to the new PHND in the performance of his/her PHND duties and responsibilities. (See Appendix for full details.)</p> <p>Recommended for: all new PHND Estimated time to complete: one year which can be extended if deemed desirable</p> <p>To obtain/access: arranged by the DOH Local Public Health Nurse Liaison: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health</p>

Basic Level	Activities
	<p>P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB2 PHND Forum</p> <p>Description: one to one-and-a-half day meetings of PHND in Washington State held 4-6 times each year. Issues addressed are of topical interest and related to events/challenges of the day. These meetings provide a forum for LHJ Nursing Directors to:</p> <ul style="list-style-type: none"> • Network • Share knowledge and learn from one another • Discuss emerging issues, and those of ongoing concern • Engage in joint planning and problem solving <p>Recommended for: all PHND Estimated time to complete: 1-1.5 days x 4-6 annually (does not include necessary travel time to venue)</p> <p>To obtain/access: linkage to calendar on website "2001 Local Public Health Meeting Schedule". Contact person: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB3 PHND Newcomers Group</p> <p>Description: periodic, guided discussions in which participants reflect on their problems, frustrations, and successes as PHND and generate solutions to and guidance on commonly occurring problems. (See PHND_Newcomers.doc for more details.)</p> <p>Recommended for: all new PHND Estimated time to complete: 1-1.5 hour meeting held in conjunction with PHND Forum meetings</p> <p>To obtain/access: Chair Public Health Nursing Directors Forum</p>

Basic Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB4 Meetings and ongoing communications with DOH Public Health Nursing Liaison</p> <p>Description: ongoing communications between the DOH Public Health Nursing Liaison and the new PHND that include:</p> <ol style="list-style-type: none"> 1) an initial telephone call to welcome the new PHND to public health practice in Washington State, 2) an in-person meeting at the new PHND's local health jurisdiction within six weeks of the PHND's arrival on the job, and 3) telephone follow-up with the new nursing director at least every 2-3 months. <p>The DOH Public Health Nursing Liaison will also be available by telephone during normal working hours for consultations as needed by the new PHND.</p> <p>Recommended for: all new PHND Estimated time to complete: varies</p> <p>To obtain/access: arranged by the DOH Local Public Health Nurse Liaison: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB5 Meeting/contact with the DOH Local Public Health Liaison</p> <p>Need to consult with Marie Flake about the feasibility of such a commitment and the likely objectives.</p>

SECONDARY LEVEL

Secondary Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS1 Information on key state and federal agencies</p> <p>Description: a list of Washington State and federal government agencies of relevance to public health practice. The listing provides a linkage to the agency homepage and staff telephone numbers enabling the PHND to search for information, resources, and contact people.</p> <p>Recommended for: all PHND Estimated completion time: not applicable (reference)</p> <p>To obtain/access: linkage to website through "People and Organizations"</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS2 Information on the Washington State Board Of Health</p> <p>Description: a ten-member board appointed by the Governor to develop policies to promote, protect, maintain, and improve the health of Washingtonians. The board consists of an elected county official who is a member of a local health board, an elected city official who is a member of a local health board, four people experienced in matters of health and sanitation, two people representing consumers of health care, a local health officer, and the Department of Health Secretary (or designee). The board solicits information about health concerns by holding monthly meetings, sponsoring public forums, and conducting citizen surveys. It also works with interested parties to develop and assess rules and regulations based on health-related legislation and Board policy. These rules usually govern operations at the state Department of Health and within local health jurisdictions but also certain practices among private health care providers, health facilities, schools, day care centers, and some businesses such as restaurants and hotels. The Board responds to citizen inquiries and requests for deviation from regulations or policies through waivers and exemptions, rule development, and rule revision.</p> <p>Recommended for: all PHND Estimated completion time: not applicable (reference)</p> <p>To obtain/access: information on the State Board of Health is available online at http://www.doh.wa.gov/SBOH/default.htm</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS3 Information on WSALPHO</p> <p>Description: information on the Washington State Association of Local Health Officials (WSALPHO), a non-profit organization that brings together the leadership of local health departments to advance the broad interests of public health. This website includes the vision and mission of WSALPHO, the bylaws, a list of the Board of Directors and contact information, a calendar, and a tracking system of House and Senate Bills pertinent to public health.</p> <p>Recommended for: all PHND Estimated completion time: not applicable (reference)</p> <p>To obtain/access: access online at http://www.wacounties.org/wsalpho</p>
	<p>WS4 Information on DOH Division of Community and Family Health (CFH) (i.e., program-specific descriptions)</p>

Section 7: Learning Resource Tool Kit

Secondary Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>Contact: Carol Oliver at 236-3734 or carol.oliver@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS5 List of national health observances</p> <p>Description: Listing of national health observances (i.e., days, weeks, and months devoted to promoting particular health concerns) by month and sponsoring agency information. Local health jurisdictions can use these special times to sponsor health promotion events, stimulate awareness of health risks, or focus on disease prevention. Materials available from sponsoring organizations range from a single flyer to packets of promotional materials.</p> <p>Recommended for: all PHND Estimated completion time: not applicable (reference)</p> <p>To obtain/access: access online at http://www.health.gov/nhic/pubs/nho.htm</p>

Secondary Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AS1 Meetings/contact with key community members</p> <p>Description: meetings with key community members likely to influence local public health and its practice. Objectives of the meetings include:</p> <ol style="list-style-type: none"> 1) introduction of community member ("the contact"), other organization members, the PHND, and participating LHJ staff 2) discussion of the contact's (or his/her organization's) roles and responsibilities and how they may overlap with local public health practice and other peer organizations 3) observations (as viewed by the contact) about the community including composition, groups of special interest, and current issues 4) observations (as viewed by the contact) on key public health problems in the community 5) concerns of contact about public health practices or organization 6) identification of shared goals and visions with regards to the community and public health 7) identification of possible resources (and opportunities) available through the contact and his/her organization or the local health jurisdiction 8) discussion of means to interact in the future (e.g., how local health officer can be contacted, best contact person from the community

Secondary Level	Activities
	<p>organization)</p> <p>Recommended for: all PHND Estimated completion time: varies</p> <p>To obtain/access: should be arranged locally (see Appendix 2 for ideas)</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AS2 Meeting/contact with DOH Communicable Diseases Epidemiology Unit staff (e.g., John Kobayashi)</p> <p>Description: informal meeting with staff from the DOH Communicable Disease Epidemiology Section. Objectives include:</p> <ol style="list-style-type: none"> 1) introduction to Communicable Disease Epidemiology staff members 2) overview of infectious diseases of public health importance in Washington State including emerging infections (e.g., antibiotic resistant bacteria, <i>E. coli</i> O157:H7) 3) review of notifiable condition reporting requirements with sharing of case definitions 4) overview of the detection and investigation of communicable disease outbreaks 5) discussion of new PHND's clinical experience with infectious diseases and outbreak investigation 6) review of available resources (routine and emergent) including contact persons, training activities, assistance during outbreaks, and recommended references <p>Meeting should be arranged to coincide with other meetings in Seattle to make best use of limited time.</p> <p>Recommended for: all PHND with responsibilities in communicable diseases Estimated time to complete: 2 hours (not including travel time)</p> <p>To obtain/access: available from the DOH Local Public Health Nurse Liaison. Contact:</p> <p>Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AS3 Meeting/contact with State Public Health Laboratory staff</p> <p>Description: informal meeting with staff from the State Public Health Laboratory. Objectives include:</p> <ol style="list-style-type: none"> 1) introduction to key Laboratory staff members 2) overview of laboratory testing available at State Public Health Laboratory 3) review of the proper collection, storage, and transport of microbial specimens (including who to contact at State Public Health Laboratory) 4) identification of foremost laboratory testing issues (e.g., tuberculosis testing) 5) review of available resources (routine and emergent) including contact persons and recommended references <p>Meeting should be arranged to coincide with other meetings in Seattle to make best use of limited time.</p>

Secondary Level	Activities
	<p>Recommended for: all PHND with responsibilities in communicable diseases Estimated time to complete: one hour (not including travel time)</p> <p>To obtain/access: available from the DOH Local Public Health Nurse Liaison. Contact: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AS4 Meeting/contact with DOH Infectious Diseases and Reproductive Health (IDRH) staff</p> <p>Description: informal meeting with staff from the Office of Infectious Diseases and Reproductive Health (IDRH). Objectives include:</p> <ol style="list-style-type: none"> 1) introduction to IDRH staff 2) review of recent trends in HIV/AIDS, other sexually transmitted diseases, and tuberculosis in Washington State and the new PHND's local jurisdiction (if possible) 3) distribution of current standards in diagnosis, treatment, and control of these diseases 4) overview of key IDRH programs/activities 5) highlighting of new or changing programs/activities 6) identification of foremost political issues at state or local level with respect to HIV/AIDS, other sexually transmitted diseases, tuberculosis, or family planning 7) review of resources available through division/offices/ programs including contact people 8) provision of additional references <p>Meeting should be arranged to coincide with other meetings in Olympia to make best use of limited time.</p> <p>Recommended for: all PHND Estimated time to complete: 3 hours (not including travel time)</p> <p>To obtain/access: arranged by: Office of Infectious Diseases and Reproductive Health Division of Community and Family Health Washington State Department of Health PO Box 47844 Olympia, WA 98504-7844 (206) 236-3412 (360) 586-5440 (FAX)</p>

Secondary Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AS5 Meeting/contact with DOH Health Services Quality Assurance (HSQA) Community and Rural Health Staff</p> <p>Description: informal meeting with staff from the Office of Community and Rural Health. Objectives include:</p> <ol style="list-style-type: none"> 1) introduction of Office of Community and Rural Health staff 2) review of health and public health problems unique to rural communities 3) identification of health resources available to rural communities 4) discussion of health data problems in rural communities (and possible solutions) 5) identification of contact people from office <p>This meeting should be arranged to coincide with other meetings in Olympia to make best use of limited time.</p> <p>Recommended for: all PHND Estimated time to complete: 1 hours (not including travel time)</p> <p>To obtain/access: available from the DOH Local Public Health Nurse Liaison. Contact: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AS6 Orientation to DOH (meeting in Olympia arranged by the DOH Local Health Liaison)</p>

Secondary Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AS7 Orientation to Division of Community and Family Health (CFH) (meeting in Olympia arranged by the DOH Local Public Health Nurse Liaison)</p>

ADDITIONAL ITEMS

Additional Items	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AA1 Calls and meetings with counterparts in neighboring states/Canada</p> <p>Description: contact with counterparts in neighboring states/Canada to:</p> <ol style="list-style-type: none"> 1) introduce the new PHND (and her/his role) 2) better understand the overlap and interaction between populations and health care providers 3) identify common public health issues and problems 4) determine the best means for communication in the future <p>Recommended for: all PHND Estimated time to complete: varies</p> <p>To obtain/access: must be arranged locally</p>

4. Budgeting and Contracting

The following questions will help you to assess your current proficiency and identify areas of focus for your orientation plan. Please check the appropriate response for each question in the boxes provided. The three column reflect the three levels of proficiency, and are labeled:

- PRO = Proficient
- KNOW = Knowledgeable
- AWARE

Self Assessment

BUDGETING AND CONTRACTING	PRO	KNOW	AWARE	N/A
Have you had experience in developing a budget for a program, division, or agency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know the funding and revenue sources for your LHJ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how to read and interpret the BARS report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have training in financial management or accounting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you responsible for overseeing the development and management of your agency's Consolidated Contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, do you have knowledge of all programs funded through the contract, including the various federal and state administrative, fiscal, and program requirements, contract deliverables, program reports, and timelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you responsible for overseeing any other contracts, and if so, are you familiar with these contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you think you need additional orientation and training in budgeting and contract management and monitoring to adequately perform your duties as public health nursing director?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list other areas needing further orientation, if any: _____

BASIC LEVEL

Basic Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB1 Basic budgeting terminology and definitions</p> <p>Description: an alphabetic listing of basic budgeting terminology and definitions. Includes terminology (and abbreviations) unique to Washington State as well as other more generally used terminology (e.g., direct and indirect costs).</p> <p>Recommended for: all PHND Estimated time to complete: not applicable (reference)</p> <p>To obtain/access: available from the DOH Local Public Health Nurse Liaison. Contact: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB2 Agency fee schedule</p> <p>Description: listing of fees charged by public health agencies for various services and activities. The agency fee schedule is approved by local government and reflects the values of the community. The agency fee schedule should be reviewed by the public health agency on a routine basis (e.g., annually) and revised, if necessary.</p> <p>Recommended for: all PHND Estimated time to complete: not applicable (reference)</p> <p>To obtain/access: must be obtained locally</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB3 BARS Manual</p> <p>Description: the uniform chart of accounts and procedures for Category I and II governmental entities. This chart is prescribed by the State Auditor's Office and is consistent with generally accepted accounting principles. It covers all governmental entities, not just public health.</p> <p>Recommended for: all PHND working with budgets Estimated time to complete: not applicable (reference)</p> <p>To obtain/access: each local health jurisdiction should have at least one copy of the BARS manual (often held by the local finance person)</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes</p>	<p>WB4 BARS Supplemental Handbook for Public Health</p> <p>Description: the detailed chart of accounts and procedures for public health-related programs. The BARS Supplemental Handbook is intended to provide guidelines to ensure uniform reporting on revenues according to sources and expenditures by type of broad service categories for public health activities. The Handbook is the product of a collaborative efforts between the State</p>

Basic Level	Written Materials/References
<input type="checkbox"/> No Completed Date: Comments:	<p>The Handbook is the product of a collaborative efforts between the State Department of Health and the local health BARS Steering Committee.</p> <p>Recommended for: all PHND working with budgets Estimated time to complete: not applicable (reference)</p> <p>To obtain/access: each local health jurisdiction should have at least one copy of the BARS supplemental manual (often held by the local finance person)</p> <p>Document is also online: http://www.doh.wa.gov/msd/OFS/1999/99manual.htm</p>
Selected for orientation plan: <input type="checkbox"/> Yes <input type="checkbox"/> No Completed Date: Comments:	<p>WB5 Revenue Summary – Funding of Local Health Jurisdictions (BARS summary report)</p> <p>Description: the compilation of all 34 local health jurisdictions' annual BARS A Reports. The BARS A Report is an expenditure/revenue report by activity category in a format proscribed in the <u>BARS Supplemental Handbook for Public Health</u>. This report includes funds that are contracted through the Consolidated Contract, other DOH contracts, and revenue sources outside the DOH which support public health in local health jurisdictions (e.g., local government, licenses and permits, fees, DSHS, federal government)</p> <p>Recommended for: all PHND working with budgets Estimated time to complete: not applicable (reference)</p> <p>To obtain/access: each local health jurisdiction has several copies of the BARS Summary Report.</p> <p>Report is also on line: http://www.doh.wa.gov/msd/OFS/2000rs/Revsum.htm</p>
Selected for orientation plan: <input type="checkbox"/> Yes <input type="checkbox"/> No Completed Date: Comments:	<p>WB6 Consolidated contracts orientation manual</p>
Selected for orientation plan: <input type="checkbox"/> Yes <input type="checkbox"/> No Completed Date: Comments:	<p>WB7 Copy of current LHJ Consolidated Contract</p>

Section 7: Learning Resource Tool Kit

Basic Level	Written Materials/References										
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB8 Consolidated contract key dates</p> <p>Description: due dates for reports, applications, monthly billing, and amendments to the LHJs Consolidated Contract</p> <p>Recommended for: all PHND Estimated time to complete: not applicable (reference)</p> <p>To obtain/access: included on PHND Calendar under “Activities” for each month. Contact: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>										
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB9 Contact information for Consolidated Contract staff</p> <p>Description: access to resource people at DOH on consolidated contracts</p> <p>Recommended for: all PHND Estimated time to complete: not applicable (reference)</p> <p>To obtain/access: Washington State Department of Health. Contact: <table border="0"> <tr> <td>Brad Halstead</td> <td>Deb Fouts</td> </tr> <tr> <td>DOH/MSD/Contracts</td> <td>Consolidated Contract Program Mgr</td> </tr> <tr> <td>PO Box 47905</td> <td>PO Box 47830</td> </tr> <tr> <td>Olympia, WA 98504-7905</td> <td>Olympia, WA 98504-7830</td> </tr> <tr> <td>brad.halstead@doh.wa.gov</td> <td>deb.fouts@doh.wa.gov</td> </tr> </table> </p>	Brad Halstead	Deb Fouts	DOH/MSD/Contracts	Consolidated Contract Program Mgr	PO Box 47905	PO Box 47830	Olympia, WA 98504-7905	Olympia, WA 98504-7830	brad.halstead@doh.wa.gov	deb.fouts@doh.wa.gov
Brad Halstead	Deb Fouts										
DOH/MSD/Contracts	Consolidated Contract Program Mgr										
PO Box 47905	PO Box 47830										
Olympia, WA 98504-7905	Olympia, WA 98504-7830										
brad.halstead@doh.wa.gov	deb.fouts@doh.wa.gov										
Basic Level	Activities										
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB1 PHND Buddy System</p> <p>Description: pairing of an experienced (i.e., seasoned) PHND working in Washington State with each new PHND. The purpose of the system is to provide intermittent, individualized, practical, and relevant guidance as needed to the new PHND in the performance of his/her PHND duties and responsibilities. (See PHND_Buddy_System.doc for full details.)</p> <p>Recommended for: all new PHND Estimated time to complete: one year which can be extended if deemed desirable</p> <p>To obtain/access: arranged by the DOH Local Public Health Nurse Liaison: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>										

Basic Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB2 Meetings and ongoing communications with DOH Public Health Nursing Liaison</p> <p>Description: ongoing communications between the DOH Public Health Nursing Liaison and the new PHND that include</p> <ol style="list-style-type: none"> 1) an initial telephone call to welcome the new PHND to public health practice in Washington State, 2) an in-person meeting at the new PHND's local health jurisdiction within six weeks of the PHND's arrival on the job, and 3) telephone follow-up with the new nursing director at least every 2-3 months. <p>The DOH Public Health Nursing Liaison will also be available by telephone during normal working hours for consultations as needed by the new PHND.</p> <p>Recommended for: all new PHND Estimated time to complete: varies</p> <p>To obtain/access: Contact: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB3 Meeting with LHJ administrator and fiscal manager</p>

SECONDARY LEVEL

Secondary Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS1 Matrix of DSHS funding streams</p> <p>Description: a brief description of the most common contracts that local health jurisdictions have with the Department of Social and Health Services (DSHS). Matrix includes the purpose of the contract, target population, services provided, reimbursement mechanism, associated DSHS offices/programs and contacts, and DOH link.</p> <p>Recommended for: all PHND Estimated time to complete: not applicable (reference)</p> <p>To obtain/access: available from the DOH Local Public Health Nurse Liaison. Contact: Carol Oliver Local Public Health Nurse Liaison</p>

Secondary Level	Written Materials/References
	<p>Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments: :</p>	<p>WS2 Fee Tool Box</p> <p>Description: a tool to assist local health jurisdictions in setting fees for the wide variety of public health activities. It encourages consistent methods for defining services, determining actual delivery costs, and setting rates of cost recovery which best serve the interests of the community. The Fee Tool Box does not prescribe a schedule of fees but recognizes that fees need to be approved by local government and those reflect the values of the community. The manual is organized into three parts:</p> <ol style="list-style-type: none"> 1) a report of a 1995 survey of LHJs on their fee policies and practices 2) principles to guide fee decision making 3) a collection of "tools" to assist with the process of developing fee schedules <p>Recommended for: all PHND Estimated time to complete: not applicable (reference) To obtain/access: available from the DOH Local Public Health Nurse Liaison. Contact: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS3 Information on Interpreter Services</p> <p>Description: guidance on local health jurisdiction use of interpreter services including funding through the Medicaid Administrative Match. DSHS maintains a list of "certified" and "qualified" interpreters.</p> <p>Recommended for: all PHND Estimated time to complete: not applicable (reference)</p> <p>To obtain/access: information on interpretive services is available through the Department of Social and Health Services. Contact: Gloria Pardo Department of Social and Health Services (360) 725-1719 PARDOMG@dshs.wa.gov</p> <p>DSHS website about interpreter services http://www.wa.gov/dshs/list/index.html</p> <p>Form that is used to schedule an appointment for an interpreter and record outcome: http://www.wa.gov/dshs/dshsforms/forms/17_123.pdf</p>

Secondary Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AS1 Use of Fee Tool Box</p> <p>Description: use of the step-by-step description in the “Fee Tool Box” to develop or revise a fee schedule. The “tools” are examples that can help an LHJ arrive at an accurate cost of service provision for a specific activity or set of activities. With the “fee principles” included in the manual, the “tool box” can help guide decisions about whether a fee should support all or just a portion of the total cost of providing a service.</p> <p>Recommended for: all PHND Estimated time to complete: not applicable (reference)</p> <p>To obtain/access: available from the DOH Local Public Health Nurse Liaison. Contact: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>

ADDITIONAL ITEMS

Additional Items	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AA1 Formal coursework through local community college</p> <p>Description: many community colleges and local universities offer courses on accounting methods and reporting practices of non-profit entities such as state and local governments. (For example, St. Martin’s College offers ACC 358 “Governmental and Non-profit Accounting”, Washington State University offers ACCTG 434 “Accounting for Public Organizations”, and University of Washington offers ACCTG 480 “Accounting for Not-for-Profit Organizations”.) Most of these courses require introductory accounting courses as prerequisites, however.</p> <p>Recommended for: PHND involved in setting up a program or agency budget Estimated time to complete: varies depending on course</p> <p>To obtain/access: Consult course catalogues of nearby colleges and universities.</p>

Section 7: Learning Resource Tool Kit

Additional Items	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AA2 Budgeting classes offered by the Association of Washington Cities (AWC)</p> <p>Description: a two-day training on budgeting held every August in SeaTac and Leavenworth by the Association of Washington Cities (AWC). The program typically includes sessions on strategic budgeting, the nuts and bolts of budgeting, fiscal accountability, GASB 34 implementation, Capital Facilities Planning, and a legislative update.</p> <p>Recommended for: PHND involved in setting up a program or agency budget</p> <p>Estimated time to complete: two-days (not including travel)</p> <p>To obtain/access: Association of Washington Cities Sheila Gall: sheilag@awcnet.org AWC website: http://www.mrsc.org/awcfiles/awc.htm</p>

5. Legal Authority of Public Health

The following questions will help you to assess your current proficiency and identify areas of focus for your orientation plan. Please check the appropriate response for each question in the boxes provided. The three column reflect the three levels of proficiency, and are labeled:

- PRO = Proficient
- KNOW = Knowledgeable
- AWARE

Self Assessment

LEGAL AUTHORITY OF PUBLIC HEALTH	PRO	KNOW	AWARE	N/A
Do you know how to access the full text of Washington State laws including the Revised Code of Washington (RCWs) and Washington Administrative Code (WACs)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know who the county attorney is and the protocol for interacting with this him/her?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you think you need additional orientation or training in legal authority of public health to adequately perform your duties as public health nursing director?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list other areas needing further orientation, if any: _____

BASIC LEVEL

Basic Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB1 Linkages to website to gain access to RCWs and WACs</p> <p>Description: text of Washington State laws including both RCWs and WACs.</p> <p>Revised Code of Washington (RCWs): A codification of current statutes as enacted and amended by the State Legislature. Washington Administrative Code (WACs): Rules adopted by state agencies to provide interpretive support for a statute. Rules carry the force of law and all people or entities to whom a rule applies must adhere to it.</p> <p>Recommended for: all new PHND Estimated time to complete: varies depending on nature of interest</p> <p>To obtain/access: can be accessed online through website or directly from these addresses: Revised Code of Washington (RCWs): http://www.leg.wa.gov/wsladm/rcw.htm Washington Administrative Code (WACs): http://slc.leg.wa.gov/wacbytitle.htm Glossary of legislative terms: http://www.leg.wa.gov/legis/glossary/glossary.htm#A</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB2 RCWs and WACs of public health importance</p> <p>Description: a list of RCWs and WACs that relate directly to key public health activities and programs.</p> <p>Recommended for: all new PHND Estimated time to complete: varies depending on nature of interest.</p> <p>To obtain/access: can be accessed online through website or directly from this address: http://healthlinks.washington.edu:443/inpho/lho/PH_laws.html</p>

SECONDARY LEVEL

Secondary Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AS1 Find out who is the county attorney and legal authority and protocol for interacting with this person</p>

ADDITIONAL ITEMS

Additional Items	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AA1 “The Legal Basis of Public Health” (PHTN self-instructional course, 1999)</p> <p>Description: a 10-module print-based course developed by the School of Public Health, University of Illinois at Chicago on the application of public health legal authority and regulation. Topics include: data collection and surveillance, service delivery, licensing, inspections, enforcement, policy development, negotiation, communication, and responsibility and liability. Each section includes a list of local persons likely to have expertise in the subject area covered, definitions of key terms, examples relating to principles discussed, and self-study exercises to assess understanding of materials. Course can be taken as an individual or as a group. Special exercises are included for the latter.</p> <p>Recommended for: PHNDs who would like more knowledge of the legal system and its impact on public health practice Estimated time to complete: 25-30 hours</p> <p>To obtain/access: available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>

6. Supervision/Personnel

The following questions will help you to assess your current proficiency and identify areas of focus for your orientation plan. Please check the appropriate response for each question in the boxes provided. The three column reflect the three levels of proficiency, and are labeled:

- PRO = Proficient
- KNOW = Knowledgeable
- AWARE

Self Assessment

SUPERVISION/PERSONNEL	PRO	KNOW	AWARE	N/A
Have you had experience managing other leaders or supervising staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with federal legislation regarding treatment of employees such as the Americans with Disabilities Act or the Family and Medical Leave Act?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you hired or fired staff under local county government rules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you worked with unions (as an employer)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you think you need additional orientation or training in supervision/personnel to adequately perform your duties as public health nursing director?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list other areas needing further orientation, if any: _____

BASIC LEVEL

Basic Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB1 Listing of staff with positions/titles</p> <p>Description: list of staff supervised by the PHND with position titles, associated projects/programs, work hours, and source of funding. [NOTE: Although details are not available in this orientation document, all supervisors are advised to explore and make note of the services they must provide to each of their employees (e.g., training on bloodborne pathogens, certifications in cardiopulmonary resuscitation (CPR) and First Aid, immunizations, tuberculosis skin testing, and fit testing for respirators.</p> <p>Recommended for: all PHND Estimated time to complete: <30 minutes</p> <p>To obtain/access: must be obtained locally</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB2 Organizational charts of local health jurisdiction</p> <p>Description: description of local health jurisdiction organizational structure including divisions, offices, and programs, supervisors/leads, and staffing.</p> <p>Recommended for: all PHND Estimated time to complete: <30 minutes</p> <p>To obtain/access: must be obtained locally</p>
Basic Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB1 PHND Buddy System</p> <p>Description: pairing of an experienced (i.e., seasoned) PHND working in Washington State with each new PHND. The purpose of the system is to provide intermittent, individualized, practical, and relevant guidance as needed to the new PHND in the performance of his/her PHND duties and responsibilities. (See PHND_Buddy_System for full details.) Recommended for: all new PHND</p> <p>Estimated time to complete: one year which can be extended if deemed desirable</p> <p>To obtain/access: arranged by the DOH Local Public Health Nurse Liaison: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>

Basic Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB2 Meeting with county Human Resources contact re: hiring guidelines, personnel evaluations, disciplinary actions, and union issues</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB3 Individual meetings with staff supervised by PHND</p> <p>Description: interviews with each staff member supervised by the PHND to understand their job responsibilities and assess their strengths, weaknesses, and expectations. These meetings can help PHND better understand local health jurisdiction capacity and what improvements can be made.</p> <p>Useful questions for these interviews include:</p> <ul style="list-style-type: none"> – What do you do? – What experience or training have you had to prepare you for your job? – What do you like/not like about your job? – What can PHND do to make your job more meaningful? – What are the 4-5 most important things in your life? <p>Recommended for: all new PHND Estimated time to complete: at least 30 minutes per staff member</p> <p>To obtain/access: should be arranged locally</p>

SECONDARY LEVEL

Secondary Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS1 Americans with Disabilities Act</p> <p>Description: signed into law on July 26 1990, the Americans with Disabilities Act is a wide-ranging legislation intended to make American Society more accessible to people with disabilities. This statute is of relevance to PHND in both the hiring of disabled persons and the provision of public services.</p> <p>Recommended for: all PHND Estimated time to complete: varies depending on nature of interest</p> <p>To obtain/access: online access through website The ADA Homepage: http://www.usdoj.gov/crt/ada/adahom1.htm</p> <p>A brief explanation of the statute: http://janweb.icdi.wvu.edu/Kinder/overview.htm</p> <p>Text of statute: http://www4.law.cornell.edu/uscode/42/ch126.html</p> <p>Online documents about ADA including commonly asked questions and guidance from a variety of organizations: http://janweb.icdi.wvu.edu/kinder/document.htm</p>

Secondary Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS2 Fair Labor Standards Act (FLSA) (1938 plus amendments)</p> <p>Description: a federal law which sets minimum wage, overtime pay, equal pay, recordkeeping and child labor standards for employers who are covered by the Act.</p> <p>Recommended for: all PHND</p> <p>Estimated time to complete: varies depending on nature of interest</p> <p>To obtain/access: online access at U.S. Office of Personnel Management website (includes final text of regulations, a summary of major provisions, and a sample medical certification form): http://www.opm.gov/flsa/index.htm</p> <p>Department of Labor website fact sheet: http://www.dol.gov/dol/esa/public/regs/compliance/whd/hrg.htm</p> <p>Municipal Research and Services Center website (including frequently asked questions) http://www.mrsc.org/legal/flsa/flsaweb.htm</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS3 Family and Medical Leave Act (FMLA) (1993)</p> <p>Description: signed into law in 1993, the Family and Medical Leave Act entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. The law contains provisions on employer coverage, employee eligibility for the law's benefits, entitlement to leave, maintenance of health benefits during leave, and job restoration after leave.</p> <p>Recommended for: all PHND</p> <p>Estimated time to complete: varies depending on nature of interest</p> <p>To obtain/access: online access at U.S. Office of Personnel Management website (includes final text of regulations, a summary of major provisions, and a sample medical certification form): www.opm.gov/hrss/html/fmla96.htm</p> <p>National Partnership Guide to the Family and Medical Leave Act: Questions and Answers: www.nationalpartnership.org/workandfamily/fmleave/questions_answers.htm</p> <p>Department of Labor website fact sheet: www.dol.gov/dol/esa/public/regs/compliance/whd/whdfs28.htm</p> <p>Municipal Research and Services Center website (including frequently asked questions) http://www.mrsc.org/personnel/fmla/fmlapage.htm</p>
Secondary Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AS1 "Management Perspectives for Public Health Practitioners" (PHTN self-instructional course)</p> <p>Description: a self-paced, computer-based training course (developed by CDC in 1998) that introduces basic concepts and practical tips for leading, motivating and problem solving in the workplace. Through the use of case studies and other exercises, learners are provided opportunities to practice new skills and strategies for dealing with organizational problems. A supplementary packet of articles related to management is also included with the software.</p> <p>Recommended for: PHND who are interested in developing their leadership</p>

Secondary Level	Activities
	<p>skills</p> <p>Estimated completion time: 2.5 hours</p> <p>To obtain/access: available from the Washington State Department of Health. Contact:</p> <p style="padding-left: 40px;">Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p> <p>Also available through Public Health Training Network: http://www.cdc.gov/phtn/catalog/cb3051.htm</p>

ADDITIONAL ITEMS

Additional Items	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA1 <i>How to Manage in the Public Sector</i> (by Gordon Chase and Elizabeth C. Reveal)</p> <p>Description: a 150-page book written by Gordon Chase and Elizabeth C. Reveal that provides a common sense approach to managing in the public sector. The book addresses management in all publicly funded agencies, not only public health; nonetheless, its lessons are easily applicable to state and local health departments and making things happen in those settings.</p> <p style="padding-left: 40px;"><u>How to Manage in the Public Sector</u> Gordon Chase and Elizabeth C. Reveal McGraw-Hill College (1983) ISBN: 0-07-554853-4</p> <p>Recommended for: PHND struggling with some of the politics in the public sector</p> <p>Estimated completion time: 4-5 hours</p> <p>To obtain/access: available from the Washington State Department of Health. Contact:</p> <p style="padding-left: 40px;">Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>

7. Public Health Nursing

Self Assessment

PUBLIC HEALTH NURSING	PRO	KNOW	AWARE	N/A
Are you responsible for supervising any nursing staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you oversee the clinical activities of any nursing staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with the laws relating to nursing care and regulation of the health professions in Washington State?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand how population-based practice differs from clinic practice and the public health nursing interventions used in public health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with the Nursing Care Quality Assurance Commission?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel you need further orientation or training on public health nursing to adequately perform your duties as public health nursing director?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list other areas needing further orientation, if any: _____

BASIC LEVEL

Basic Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB1 Nursing Care (Chapter 18.79 RCW) aka Washington State Nursing Practice Act</p> <p>Description: comprehensive legislation that describes the Washington State Nursing Care Quality Assurance Commission, nurse licensing procedures, and activities allowed among advanced registered nurse practitioners, registered nurses, and licensed practical nurses. The Nursing Care Act does not provide checklists of allowable activities but rather general statements of appropriate professional nursing actions. The nurse must incorporate this guidance with his or her educational background, previous work experience, institutional policies, and technological advancements in making the decision about scope of practice issues.</p> <p>Recommended for: all PHND, particularly those supervising nursing staff Estimated time to complete: varies depending on nature of interest.</p> <p>To obtain/access: can be accessed online through website or directly from this address:</p> <p>http://search.leg.wa.gov/wslrcw/RCW%20%2018%20%20TITLE/RCW%20%2018%20.%2079%20%20CHAPTER/RCW%20%2018%20.%2079%20%20chapter.htm</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB2 The Law Relating to Nursing Care and Regulation of Health Professions – Uniform Disciplinary Act (Washington State Department of Health, January 2000)</p> <p>Description: a collection of some of the statutes and rules governing or impacting the practice of nursing. The collection includes:</p> <ul style="list-style-type: none"> • Chapter 18.79 RCW (Nursing Care) • Chapter 18.130 RCW (Regulation of Health Professions – Uniform Disciplinary Act) • Chapter 246-12 WAC (Administrative Procedures and Requirements for Credentialed Health Care Providers) • Chapter 246-15 WAC (Whistleblower Complaints in Health Care Settings) • Chapter 246-840 (Practical and Registered Nursing) <p>Recommended for: all PHND, particularly those supervising nursing staff Estimated time to complete: varies depending on nature of interest.</p> <p>To obtain/access: available from the DOH Local Public Health Nurse Liaison. Contact: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>

Basic Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB3 “The Nursing Commission Newsletter”</p> <p>Description: a newsletter published biannually by the Nursing Care Quality Assurance Commission. Articles include policy statements, legislative reports, explanations of specific legislation, advisory opinions on delegation of duties, complaint and licensee statistics, and editorials from different nursing disciplines and settings.</p> <p>Recommended for: all PHND Estimated time to complete: varies depending on nature of interest.</p> <p>To obtain/access: available through the Nursing Care Quality Assurance Commission website at http://www.doh.wa.gov/Nursing/newsletr.htm</p>
Basic Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB1 PHND Forum</p> <p>Description: one to one-and-a-half day meetings of PHND in Washington State held 4-6 times each year. Issues addressed are of topical interest and related to events/challenges of the day. These meetings provide a forum for LHJ Nursing Directors to:</p> <ul style="list-style-type: none"> • Network • Share knowledge and learn from one another • Discuss emerging issues, and those of ongoing concern • Engage in joint planning and problem solving <p>Recommended for: all PHND Estimated time to complete: 1-1.5 days x 4-6 annually (does not include necessary travel time to venue)</p> <p>To obtain/access: access online at http://www.wacounties.org/wsalpho/Meeting%20dates/PHND-Meeting-01.htm</p> <p><i>Contact person:</i> Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB2 Nursing Care Quality Assurance Commission</p> <p>Description: an eleven-member commission appointed by the Governor that consists of three registered nurse members, two advanced registered nurse practitioner members, three licensed practical nurse members, two public members, and one nonvoting midwife member. Its mission is to assure quality nursing care for the people of Washington State by defining the scope and standards of practice, determining necessary qualifications for competency assurance, and limiting the practice of those individuals found to practice below minimum safe competent levels. The commission also monitors and implements legislation and prepares a twice annual newsletter. Commission members also provide technical assistance opportunities to licensees and schools in their geographical area.</p>

Basic Level	Activities
	<p>Recommended for: all PHND Estimated time to complete: varies</p> <p>To obtain/access: information on the Nursing Care Quality Assurance Commission can be accessed online at http://www.doh.wa.gov/Nursing/</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB3 Determining Your Scope of Practice and ANA decision tree</p> <p>Description: guidance and a decision tree from the Nursing Care Quality Assurance Commission to help determine if a licensed nurse is able to legally perform certain CLINICAL activities, skills, and procedures. The approach used by the Nursing Commission includes determination of level of licensure, context of the clinical situation, and degree of independence in performing the activity, skill, or procedure. The website was designed to empower individual nurses to determine their own scope of practice as opposed to requesting an official opinion from the commission.</p> <p>NOTE: This decision tree focuses on CLINICAL PRACTICE as opposed to public health practice.</p> <p>Recommended for: all PHND Estimated time to complete: varies</p> <p>To obtain/access: access online at Nursing Care Quality Assurance Commission website: http://www.doh.wa.gov/Nursing/scopeofp.htm</p>

SECONDARY LEVEL

Secondary Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS1 Standards of Community Health Nursing Practice (American Nursing Association, January 1999)</p> <p>Description: a 20-page booklet on community nursing that includes guidance on data collection, diagnoses, planning, treatment, and evaluation.</p> <p>Recommended for: all PHND Estimated time to complete: <1 hour</p> <p>To obtain/access: available through the American Nurses Association website at http://nursingworld.org/anp/pdescr.cfm?cnum=15.#CH-2</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS2 Scope and Standards of Public Health Nursing Practice</p> <p>Description: a 24-page booklet, developed through the collaboration of several public health nursing organizations, that presents eight tenets of public health nursing and defines standards to advance the practice.</p> <p>Recommended for: all PHND Estimated time to complete: <1 hour</p> <p>To obtain/access: available through the American Nurses Association website at http://nursingworld.org/anp/pdescr.cfm?CNum=15.#9910PH</p>
	<p>WS3 Public Health Nursing: A Partner for Healthy Populations</p>

Secondary Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>(Association of State and Territorial Directors of Nursing and American Nurses Association March 2000)</p> <p>Description: a 36-page booklet for public health nurses, community health nursing educators, and public health leaders that defines the ten essential public health services and lists specific public health nursing activities related to each service. The booklet includes examples of how public health nurses have acted in partnership with social workers, health educators, environmentalists, epidemiologists, and others, to provide these essential services. It also discusses the competencies required by public health nurses as they shift to a stronger emphasis on population-based health.</p> <p>Recommended for: all PHND Estimated time to complete: 1-2 hours</p> <p>To obtain/access: available through the American Nurses Association website at http://nursingworld.org/anp/pdescr.cfm?CNum=2.#9912HP</p>
Secondary Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AS1 The Role of the Public Health Nursing Leader in Relation to Population Health (satellite broadcast on January 29, 1999)</p> <p>Description: video from a live, interactive satellite broadcast on the potential role of public health nursing leaders to facilitate the transition from a clinic-based practice to a stronger population health practice. This video includes presentations by Bobbie Berkowitz and Kristine Gebbie.</p> <p>Recommended for: all PHND Estimated time to complete: 3 hours</p> <p>To obtain/access: available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AS2 Public Health Nursing Practice for the 21st Century: Competency Development in Population-Based Practice (satellite broadcast on October 5, November 2, and December 7, 2000)</p> <p>Description: a three-part satellite broadcast on public health nursing and population-based practice with Laurel Briske, Linda Olson Keller, and Sue Strohschein. The broadcasts were developed through the collaborative efforts of the Minnesota Department of Health, the Health Resources and Services Administration, the Centers for Disease Control and Prevention, the Association of State and Territorial Directors of Nursing, and the Public Health Training Network.</p> <ul style="list-style-type: none"> • Part I introduces the concept of population-based practice, the public health nursing interventions used to implement it, and levels of practice. • Part II focuses on the values and principles underlying population-based practice and the processes (community assessment and program planning and evaluation) that guide it.

Secondary Level	Activities
	<ul style="list-style-type: none"> Part III offers an in-depth look at selecting, implementing, and evaluating public health nursing interventions at three practice levels - community, individuals and families, and systems. <p>Recommended for: all PHND Estimated time to complete: 9 hours</p> <p>To obtain/access: course materials (including detailed handouts and reference lists) are available at http://www.health.state.mn.us/divs/chs/phn/sat.html</p> <p>The video is available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>

ADDITIONAL ITEMS

Additional Items	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA1 <i>Preparing Currently Employed Public Health Nurses for Changes in the Health System</i> (Kristine Gebbie and I. Hwang, 2000)</p> <p>Description: an article published in the American Journal of Public Health on the skills and knowledge necessary for public health nurses in the current practice of public health. The findings are based on the synthesis of available information and experiences by two focus groups of public health nurses from a variety of settings. The article also suggests the course content for a continuing education curriculum that addresses the needed knowledge and skills.</p> <p>Gebbie KM and Hwang I. Preparing Currently Employed Public Health Nurses for Changes. <u>Am J Public Health</u> 2000;90:716-21.</p> <p>Recommended for: all PHND Estimated time to complete: 1 hour</p> <p>To obtain/access: available from the DOH Local Public Health Nurse Liaison. Contact: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
Additional Items	Activities
	<p>AA1 Develop relationships with Washington State Nurses Association (WSNA)</p>

Additional Items	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>Description: a constituent organization of the American Nursing Association representing registered nurses in Washington State. The WSNA works to improve the standards of nursing practice, nursing education, and nursing service.</p> <p>Recommended for: all PHND Estimated time to complete: varies</p> <p>To obtain/access: information on WSNA can be accessed online at http://www.wsna.org</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AA2 Develop relationships with American Nurses Association (ANA)</p> <p>Description: a professional organization representing registered nurses through 54 constituent state associations and 13 organizational affiliate members. ANA advances the nursing profession through information, representation, advocacy and protection.</p> <p>Recommended for: all PHND Estimated time to complete: varies</p> <p>To obtain/access: information on ANA can be accessed online at http://www.nursingworld.org</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AA3 Develop relationships with Service Education and Research in Community Health Nursing (SEARCHN)</p> <p>Description: an organization founded to address the challenges facing community health nursing. SEARCHN provides a forum for discussion and education in current trends in Community Health Nursing theory and practice, and promotes professional practice. SEARCHN membership represents public and private agencies, the academic community, county health departments, home health agencies, and several departments of state government.</p> <p>Recommended for: all PHND Estimated time to complete: varies</p> <p>To obtain/access: for more information contact Andrea Kovalesky, RN, PhD SEARCHN Treasurer/Membership Coordinator c/o Nursing Program UW Bothell 22011 – 26th Avenue SE Bothell, WA 98021-4900 (425) 352-5367 andreako@u.washington.edu</p>

Section 7: Learning Resource Tool Kit

Additional Items	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AA4 Develop relationships with Northwest Organization of Nurse Executives</p> <p>Description: one of 44 local groups affiliated with the American Organizations of Nurse Executives (AONE). Founded in 1967, AONE is a national organization of nearly 4,000 nurses who design, facilitate, and manage care. The organization provides leadership, professional development, advocacy, and research in order to advance nursing practice and patient care, promote nursing leadership excellence, and shape healthcare public policy.</p> <p>Recommended for: all PHND Estimated time to complete: varies</p> <p>To obtain/access: information on AONE can be accessed online at http://www.aone.org/index.htm.</p> <p>For further information on the Northwest Organization of Nurse Executive Local Group contact: karenh@wsha.org</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AA5 Develop relationships with American Public Health Association (APHA), Nursing Section</p> <p>Description: one of 25 special sections in the American Public Health Association (APHA) that enable members to share knowledge and experience with their peers. The Nursing Section advances this specialty through leadership in the development of public health nursing practice and research and assures consideration of nursing concerns through interdisciplinary nursing collaboration in public health policy and program endeavors</p> <p>Recommended for: all PHND Estimated time to complete: varies</p> <p>To obtain/access: information on the APHA Nursing Section is available online at http://www.apha.org/sections/sectioninfo/phninfo.html</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AA6 Develop relationships with Schools of Nursing</p> <p>Description: development of an ongoing relationship with faculty from Schools of Nursing in Washington State. Although often more clinically oriented, Schools of Nursing may:</p> <ol style="list-style-type: none"> 1) Provide access to valuable resources (e.g., content area experts, library services, scientific/medical journals). 2) Be a source of continuing education courses and seminars. 3) Have students that need placement for internships or <i>practicums</i>. 4) Help in identifying candidates for LHJ public health nursing positions. <p>Members of the American Association of Colleges of Nursing in Washington State include Gonzaga University, Pacific Lutheran University, Seattle University, Seattle Pacific University, University of Washington, and Washington State University College of Nursing.</p> <p>Recommended for: all PHND Estimated time to complete: varies</p> <p>To obtain/access: needs to be locally arranged</p>

8. Informatics

Self Assessment

INFORMATICS	PRO	KNOW	AWARE	N/A
Do you have experience using a personal computer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever used email?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever used the Internet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever performed a search on the Internet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever participated in a list serve or email discussion group?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with Washington State laws on information privacy and public disclosure, and with the Health Insurance Portability and Accountability Act (HIPAA)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with key electronic systems available to document and track administrative and clinical public health activities, such as CIMS and VISTA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you think you need further orientation or training on the computer or information systems to adequately perform your duties as public health nursing director?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list other areas needing further orientation, if any: _____

BASIC LEVEL

Basic Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB1 Useful websites</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB2 Confidentiality and Security Manual for HIV Services (April 1999)</p> <p>Description: a manual to assist local health jurisdictions in developing policies and procedures on the security and confidentiality of HIV/AIDS records. The manual identifies relevant Washington State rules and regulations and the actions necessary to satisfy them. The manual also provides copies of associated RCWs and WACs, CDC guidelines on security and confidentiality, and sample policies, procedures, and forms that can be adapted by local health jurisdictions for their own use.</p> <p>[NOTE: Although developed to address information/records of patients with HIV/AIDS, this guidance is relevant to all patient information held by a local health jurisdiction.]</p> <p>Recommended for: all PHND Estimated completion time: 3-4 hours</p> <p>To obtain/access: each local health jurisdiction was sent a copy of this notebook. If it cannot be located, please contact: Nancy Hall Office of HIV/AIDS Prevention Washington State Department of Health PO Box 47845 Olympia, WA 98504-7845 (360) 236-3421 (360) 236-3400 (FAX) nancy.hall@doh.wa.gov</p>
Basic Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB1 Instructions on how to use email and participate in list serves and on-line conference</p>

Basic Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB2 Basic Skills for Navigating the Web</p> <p>Description: A tutorial developed by UW that provides basic terminology and ideas for using the internet. This website covers the terms world wide web, hypertext, browser, hierarchical tools, and search engines.</p> <p>Recommended for: PHND with limited experience on the internet Estimated completion time: <30 minutes</p> <p>To obtain/access: http://www.hslib.washington.edu/help/navigating/basic.html</p>

SECONDARY LEVEL

Secondary Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS1 <i>Public Health Informatics: Improving and Transforming Public Health in the Information Age</i> (Yasnoff, et al., 2000)</p> <p>Description: a basic overview of public health informatics including a definition, the key principles, and a discussion of three major challenges (i.e., standards, data exchange, and privacy, confidentiality and security). This article provides the context for informatics in public health practice but not any specifics on implementation.</p> <p>Yasnoff WA, O'Carroll PW, Koo D, Linkins RW, and Kilbourne EM. Public Health Informatics: Improving and Transforming Public Health in the Information Age. <i>J Public Health Management Practice</i>, 2000;6:67-75.</p> <p>Recommended for: PHND with limited knowledge of informatics Estimated completion time: <30 minutes</p> <p>To obtain/access: .pdf file or hard copy available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS2 <i>Privacy Statutes in Washington State</i> (Health Privacy Project, 1999)</p> <p>Description: a summary of state health privacy statutes developed by the Health Privacy Project. According to this report, Washington has a comprehensive statute, the Uniform Health Care Information Act [Wash. Rev. Code Ann. § 70.02.005 et seq.], governing the access to and disclosure of health care information maintained by health care providers. Washington also has numerous other laws protecting the confidentiality of health information in specific situations. Some of these apply to entities other than health care providers, such as insurers governmental agencies.</p> <p>[NOTE: the survey is not exhaustive. The summary speaks most directly to the use and disclosure of information gathered and shared in the course of</p>

Secondary Level	Written Materials/References
	<p>providing and paying for health care. Finally, the survey is specifically and exclusively a survey of statutes, not regulations or case law.]</p> <p>Recommended for: all PHND Estimated completion time: 1 hour</p> <p>To obtain/access: access online at http://www.healthprivacy.org/usr_doc/34122.pdf</p>

Secondary Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AS1 Navigating the Web: Using Search Tools and Evaluating Resources</p> <p>Description: a website developed by Janet Schnall and Emily Hull of UW that lists resources for navigating on the internet. This website includes linkages to various search engines, ideas on when to use which search engine (including meta-search engines), and tips for evaluating websites.</p> <p>Recommended for: PHND with limited experience on the internet Estimated completion time: <30 minutes</p> <p>To obtain/access: http://www.hslib.washington.edu/help/navigating/#one</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AS2 Sources of Health Data</p> <p>Description: sources of health data from Washington State and the U.S. that can be used to characterize public health problems. Data from some of these sources are available online as tables or datasets that can be manipulated.</p> <p>Recommended for: all PHND Estimated time to complete: not applicable (reference)</p> <p>To obtain/access: Further information on selected sources of health data is available online at the following websites:</p> <p>Washington State Vital Statistics Tables* http://www.doh.wa.gov/EHSPHL/CHS/default.htm</p> <p>Comprehensive Hospital Abstract Reporting System (CHARS)* http://www.doh.wa.gov/EHSPHL/hospdatamenu.htm</p> <p>Washington State Cancer Registry Data (WSCR)* http://198.187.0.44/wscr/default.htm</p> <p>DOH Communicable Disease Report* http://www.doh.wa.gov/EHSPHL/Com_Dis/1998/98tabcon.htm</p> <p>Pregnancy Risk Assessment Monitoring System (PRAMS) http://www.doh.wa.gov/cfh/prams/default.htm</p> <p>Youth Risk Assessment Database (YRAD)* http://198.187.0.44/NICE/YRAD/</p> <p>Behavioral risk Factor Surveillance System (BRFSS) http://www.cdc.gov/nccdphp/brfss/index.htm</p> <p>Youth Risk Behavior Surveillance System (YRBSS)</p>

Secondary Level	Activities
	http://www.cdc.gov/nccdphp/dash/yrbs/index.htm Vital Statistics for Public Health (VISTA –PH)* http://www.doh.wa.gov/OS/Vista/HOMEPAGE.HTM WONDER http://wonder.cdc.gov/ Other data sources by Subject http://depts.washington.edu/hsic/stats/datalist.html

ADDITIONAL ITEMS

Additional Items	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA1 “Balancing Individual Privacy and Communal Uses of Health Information” (Gostin and Hodge)</p> <p>Description: a white paper, written by Larry Gostin and James Hodge of the Georgetown University Law Center, on privacy, confidentiality, and security in the development of a national health information infrastructure. The paper defines these concepts and then examines the historical and current legal status of health information privacy and security protections. The paper also discusses several areas where uses of health information produce important communal goods such as safeguarding the public's health and illustrates how existing and proposed federal and state legislation may impinge valid uses of health information.</p> <p>Recommended for: PHND with a desire to explore privacy, confidentiality, and security in more depth</p> <p>Estimated completion time: 1 hour</p> <p>To obtain/access: online access at: http://www.critpath.org/msphpa/ncshdoc.htm </p>

9. Media and Public Relations

Self Assessment

MEDIA AND PUBLIC RELATIONS	PRO	KNOW	AWARE	N/A
Do you have experience presenting to large groups of people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ medical professionals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ the general public?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ school students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ special interest groups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been interviewed by the media? (e.g., newspaper, radio, television)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever given a lecture or taught a course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel you need additional training in communications and public relations to adequately perform your duties as public health nursing director?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list other areas needing further orientation, if any: _____

BASIC LEVEL

Basic Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB1 Local policies and procedures for distribution of information</p> <p>Description: local policies and procedures for external communications with the public including sharing of data and contacts with the media</p> <p>Recommended for: all PHND Estimated completion time: <30 minutes</p> <p>To obtain/access: to be obtained locally</p>

SECONDARY LEVEL

Secondary Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB2 The Media & You: A Basic Survival Guide (by Norman Hartman, National Public Health Information coalition, 1993)</p> <p>Description: a 32-page booklet (funded by CDC and developed by the National Public Health Information Coalition in 1992) that provides tips for dealing with the media. Topics include: preparing for an interview, developing your message, and dealing with different forms of the media. The booklet also includes a section on "Tricks and Traps". This material will help the public health practitioner convey the information and story they wish to convey.</p> <p>Recommended for: PHND with no previous training in communications (NOTE: Review of this booklet is a good prelude to exploring other materials on communications.) Estimated completion time: 1 hour</p> <p>To obtain/access: available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>

ADDITIONAL ITEMS

Additional Items	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA1 APHA Model Standards Project “Media Relations” (No Date)</p> <p>Description: a 20-page handbook, produced by staff from the American Public Health Association, that guides public health practitioners in the use of the media to advance public health practice. Advice focuses on development of relationships with the media and strategic planning as opposed to interview tips and, therefore, complements “The Media & You: A Basic Survival Guide” (by Norman Hartman, National Public Health Information Coalition).</p> <p>(NOTE: The handbook includes a detailed section on writing press releases including a sample press release.)</p> <p>APHA Model Standards Project: Media Relations American Public Health Association 1015 Fifteenth Street, N.W. Washington, D.C. 20005</p> <p>Recommended for: PHND with no previous training in communications Estimated completion time: 1 hour</p> <p>To obtain/access: available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA2 Presentation Skills for Public Health Practitioners (1999 WSPHA Conference)</p> <p>Description: a 12-page handout on making presentations prepared by Michael Buschmohle for the 1999 WSPHA Conference. The handout covers a variety of topics including use of the spoken word, voice and body language, handling a hostile audience, and tips on visuals.</p> <p>Recommended for: PHND with limited experience in giving presentations Estimated completion time: 1 hour</p> <p>To obtain/access: available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>

Section 7: Learning Resource Tool Kit

Additional Items	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA3 “Strategic Communications Toolbox” Bob Royer Communications, Inc., presentation to WSALPHO in June 1997</p> <p>Description: a handout from a workshop on communications provided to WSALPHO members by Bob Royer Communications, Inc. in 1997. The handout outlines the advantages and limitations of a variety of communication vehicles including face-to-face modalities, media advocacy pieces, print, electronic, and voice programs.</p> <p>Recommended for: all PHND Estimated completion time: 1 hour</p> <p>To obtain/access: available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA4 “Shared Interests/Shared Conflicts Toolbox”</p> <p>Description: a handout on community mobilization based on regional workshops provided by DOH to public health professionals in 1997. The handout covers a variety of topics including community involvement, running effective meetings, managing conflict, leadership styles, making decisions, and working with diverse communities.</p> <p>Recommended for: all PHND Estimated completion time: 2 hours</p> <p>To obtain/access: available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA5 Snohomish Health District Policies and Procedures on Media and Legislative Contacts</p> <p>Description: a collection of documents from the Snohomish Health District including the official policy on interviews with the media and legislative contact. The document includes a step-by-step process for responding to media requests including information that should be obtained before responding to a request, hints for dealing with reporters, and a “media encounter form”.</p> <p>Recommended for: PHND whose local health jurisdiction does not have written policies on distribution of information, dealing with the media, and/or legislative contact Estimated completion time: 1 hour</p>

Additional Items	Written Materials/References
	<p>To obtain/access: available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA6 Seattle-King County Guidelines/Policy on distribution of information</p> <p>Description:</p> <p>Recommended for: PHND whose local health jurisdiction does not have a policy on distribution of information and/or dealing with the media Estimated completion time:</p> <p>To obtain/access: ?</p> <p>Jeanette sent email to James Apa. Jeanette will forward anything he providers.</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WA7 Thurston County Guidelines/Policy on distribution of information</p> <p>Description:</p> <p>Recommended for: PHND whose local health jurisdiction does not have a policy on distribution of information and/or dealing with the media Estimated completion time:</p> <p>To obtain/access: ?</p> <p>Patti Swanson has sent materials to Jeanette (2/26/01). Jeanette will review and forward to Carol.</p>

ADDITIONAL ITEMS

Additional Items	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AA1 Vince Covello audiotapes (and handout) on high concern/low trust communication (1994)</p> <p>Description: a series of three audiotapes on high concern/low trust communications from a lecture by Vince Covello, environmental health professor at Columbia University (recorded during the 1994 Public Health Leadership Institute Course). The lecture, based on research and case studies, reviews key issues in communications with a focus on health risk communications and common pitfalls. Although not well organized, the lecture is captivating and includes observations on gender differences in communications, developing credibility, nonverbal signals, and responding to difficult questions/situations. [NOTE: A handout developed by the DOH Communications Office for a similar lecture presented in April 2000 will provide additional order to the materials and enhance one's understanding of the key messages.]</p>

Additional Items	Activities
	<p>Recommended for: PHND with some training in communications (NOTE: this lecture assumes some knowledge of basic communications skills.) Estimated completion time: 4 hours</p> <p>To obtain/access: available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 Fax torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AA2 Guide to Developing Message Maps for Risk Communications (handout)</p> <p>Description: a 2-page handout on message mapping (and accompanying PowerPoint template) developed by the DOH Communications Office based on a workshop given by Vince Covello in April 2000. Message mapping is a technique for developing and displaying the key messages and supporting points on an issue/topic. Because many people from the same organization can use a message map for a issue/topic, it ensures consistency and repetition of the key messages.</p> <p>Recommended for: PHND with some training in communications (NOTE: this lecture assumes some knowledge of basic communications skills.) Estimated completion time: 1 hour</p> <p>To obtain/access: available from the Washington State Department of Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AA2 Social Marketing: Practical Applications for Public Health (by Nancy Lee of Social Marketing Services, Inc.) (two videos plus handout)</p> <p>Description: videos from a 2-day workshop for local and state public health staff and their community partners on social marketing. Social marketing is an organized effort conducted by one group which intends to persuade others to accept, modify or abandon certain ideas, attitudes, practices and behavior." The workshop objectives were:</p> <ol style="list-style-type: none"> 1) Identify the distinct features of social marketing and its application to public health programs. 2) Introduce the seven steps of developing a social marketing project. 3) Leave with an outline for a social marketing approach to address an issue or problem in your community. 4) Provide a networking opportunity for state and local staff who are interested or involved in social marketing projects. <p>Recommended for: PHND with some training in communications Estimated completion time: 7 hour</p> <p>To obtain/access: available from the Washington State Department of</p>

Additional Items	Activities
	<p>Health. Contact: Torie Hernandez Washington Public Health Training Network 1102 SE Quince Street PO Box 47815 Olympia, WA 98504-7815 (360) 236-4081 (360) 236-4088 (FAX) torie.hernandez@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>

10. PHND Growth and Survival

Self Assessment

PHND GROWTH AND SURVIVAL	PRO	KNOW	AWARE	N/A
Have you had experience in the management of patients with:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ tuberculosis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ sexually transmitted diseases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ HIV?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ meningococcal meningitis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ vaccine preventable diseases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ potential rabies exposure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ diarrheal diseases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ lice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have access to up-to-date infectious disease control and treatment references? (e.g., <u>Control of Communicable Diseases Manual</u> , <u>The Red Book</u>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you had experience with state or local Maternal Child Health Programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Maternity Support Services/Case Management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Immunizations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ School health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Childcare?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Children with Special Health Care Needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Child Abuse Prevention and Intervention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ PHN Intensive Home Visits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Oral Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ WIC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list other areas needing further orientation, if any: _____

BASIC LEVEL

Basic Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB1 Roster of PHND with photos</p> <p>Description: a listing of PHND alphabetically by local health jurisdiction. Includes telephone and FAX numbers and email address.</p> <p>Recommended for: all PHND Estimated time to complete: not applicable (reference)</p> <p>To obtain/access: available from the DOH Local Public Health Nurse Liaison. Contact: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov or mailto:WAPHTN@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB2 Key contact list</p> <p>Description: selected groups and individuals “of importance” to PHND. The list includes a brief description of what the group/individual does and contact information.</p> <p>Recommended for: all new PHND Estimated time to complete: not applicable (reference)</p> <p>To obtain/access: arranged by the DOH Local Public Health Nurse Liaison: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB3 PHND Topic Specific Consultants</p> <p>Description: a list of PHNDs who are willing to provide advice to other PHND on selected public health issues. The consultations will take place over the telephone during regular work hours (unless otherwise agreed to by the consultant).</p> <p>Recommended for: all new PHND Estimated time to complete: not applicable (reference)</p> <p>To obtain/access: available on PHND on-line conference facility.</p>

Basic Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB4 Examples of job/position descriptions from other PHNDs</p> <p>Description: job/position descriptions from other PHNDs in Washington State to help the new PHND 1) better understand the roles and responsibilities of PHND, 2) negotiate their own job responsibilities and/or 3) write their own job description, if necessary. (NOTE: Job/position descriptions vary greatly from jurisdiction to jurisdiction. Many were developed when the PHND first entered the job and no longer reflect what the PHND is currently doing. (See "PHND_pd.doc" for a summary of roles and responsibilities among PHND based on an analysis of their job/position descriptions.)</p> <p>Recommended for: all new PHND Estimated time to complete: <30 minutes</p> <p>To obtain/access: arranged by the DOH Local Public Health Nurse Liaison: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB5 WSALPHO calendar</p> <p>Description: scheduled dates for WSALPHO meetings including those for the general membership, Board of Directors, Environmental Health Directors, Public Health Executive Leadership Forum, and PHND. Listing includes times and city in which meeting is to be held but not the specific venue.</p> <p>Recommended for: all PHND Estimated time to complete: not applicable (reference)</p> <p>To obtain/access: access online at http://www.wacounties.org/wsalpho/Calendar.htm</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WB6 PHND Annual Calendar Cycle</p> <p>Description: a list of important public health events, activities, and meetings that occur each year organized by usual month of occurrence. The PHND Annual Calendar may not include specific dates and times for some events, activities, and meetings but will provide a "ballpark" estimate; therefore, other resources (e.g., the NWCPHP Calendar or WSALPHO calendar) may need to be consulted for specific details. Nonetheless, the calendar will help new PHND anticipate important dates and plan their activities and schedules accordingly.</p> <p>Recommended for: all new PHND Estimated time to complete: not applicable (reference)</p> <p>To obtain/access: arranged by the DOH Local Public Health Nurse Liaison: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830</p>

Basic Level	Written Materials/References
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>(360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p> <hr/> <p>WB7 NWCPHP Calendar website</p> <p>Description: an on-line calendar of selected public health events (e.g., courses, meetings, satellite broadcasts) by month. The calendar includes the name of the event, date, time, and city. Some entries include additional details such as objectives, contact person(s), and venue. [NOTE: The calendar is managed by the Northwest Center for Public Health Practice; however, entries are submitted by individuals wishing to share information about an upcoming public health event. As a result, some events of interest to the user may not appear on the calendar.] The NWCPHP Calendar is a good supplement to the PHND Annual Calendar Cycle.</p> <p>Recommended for: all PHND Estimated time to complete: not applicable (reference)</p> <p>To obtain/access: on-line access to the website is at http://salk.hslib.washington.edu/scripts/cals/webevent.pl?cmd=openca&cal=cal3&</p>
Basic Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB1 Meeting and other communications with DOH Public Health Nursing Liaison</p> <p>Description: ongoing communications between the DOH Public Health Nursing Liaison and the new PHND that include:</p> <ol style="list-style-type: none"> 1) an initial telephone call to welcome the new PHND to public health practice in Washington State, 2) an in-person meeting at the new PHND's local health jurisdiction within six weeks of the PHND's arrival on the job, and 3) telephone follow-up with the new nursing director at least every 2-3 months. <p>The DOH Public Health Nursing Liaison will also be available by telephone during normal working hours for consultations as needed by the new PHND.</p> <p>Recommended for: all new PHND Estimated time to complete: varies</p> <p>To obtain/access: arranged by the DOH Local Public Health Nurse Liaison: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
<p>Selected for orientation plan:</p>	<p>AB2 PHND Buddy System</p> <p>Description: pairing of an experienced (i.e., seasoned) PHND working in Washington State with each new PHND. The purpose of the system is to provide intermittent, individualized, practical, and relevant guidance as needed to the new PHND in the performance of his/her PHND duties and</p>

Basic Level	Activities
<input type="checkbox"/> Yes <input type="checkbox"/> No Completed Date: Comments:	<p>to the new PHND in the performance of his/her PHND duties and responsibilities. (See PHND_Buddy_System for full details.)</p> <p>Recommended for: all new PHND Estimated time to complete: one year which can be extended if deemed desirable</p> <p>To obtain/access: arranged by the DOH Local Public Health Nurse Liaison. Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
Selected for orientation plan: <input type="checkbox"/> Yes <input type="checkbox"/> No Completed Date: Comments:	<p>AB3 PHND Forum Meetings</p> <p>Description: one to one-and-a-half day meetings of Washington State PHND held 4-6 times each year. Issues addressed are of topical interest and related to events/challenges of the day. These meetings provide a forum for LHJ Nursing Directors to:</p> <ul style="list-style-type: none"> • Network • Share knowledge and learn from one another • Discuss emerging issues, and those of ongoing concern • Engage in joint planning and problem solving <p>Recommended for: all PHND Estimated time to complete: 1-1.5 days x 4-6 annually (does not include necessary travel time to venue)</p> <p>To obtain/access: linkage to calendar on website "2001 Local Public Health Meeting Schedule". Contact person: Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
Selected for orientation plan: <input type="checkbox"/> Yes <input type="checkbox"/> No Completed Date: Comments:	<p>AB4 PHND Newcomers Group</p> <p>Description: periodic, guided discussions in which participants reflect on their problems, frustrations, and successes as PHND and generate solutions to and guidance on commonly occurring problems. (See PHND_Newcomers.doc for more details.)</p> <p>Recommended for: all new PHND Estimated time to complete: 1-1.5 hour meeting held in conjunction with PHND Forum meetings</p> <p>To obtain/access: Chair Public Health Nursing Directors Forum</p>

Basic Level	Activities
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB5 Participate in the PHND list serve</p> <p>Description: a list serve that provides a forum for PHND to request and exchange information, ideas, and resources. Participants send email messages to the system about a topic or question on which they desire feedback. The message is forwarded to all list serve participants. Participants can respond by replying to the original email message or to a follow-up email message from another participant.</p> <p>[NOTE: Continuity in discussions is limited on a list serve. Email messages about a topic may or may not include the original email to which it is responding. In addition, responses may be delayed and arrive out of order compared with other responses. Therefore, the list serve is best used when participants want individual feedback from other PHND as opposed to a back-and-forth discussion of a topic. For the latter, the on-line conference is the best approach. (See below.)]</p> <p>Recommended for: all new PHND Estimated time to complete: ongoing</p> <p>To obtain/access: arranged by the DOH Local Public Health Nurse Liaison. Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830 Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB6 Participate in the PHND on-line conference</p> <p>Description: a special internet site for PHND that allows members to hold threaded discussions about public health topics or questions. The online conference can be used to:</p> <ul style="list-style-type: none"> • raise questions and seek advice from colleagues • discuss issues of mutual concern • solicit input <p>Similar to a list serve, members of the on-line conference submit topics or questions on which they desire discussion. Other members can respond to the original submission or to a comment already made by another discussion participant. Unlike a list serve, the system logs each response with a date/time and the author's name and adds it to a growing list of responses for that item. All responses to a particular item (i.e., original submission and collection of comments received to date) are accessible to the viewer, organized according to date/time of submission. This presentation allows viewers to follow the train of thought behind each response and make better sense of the "discussion".</p> <p>Recommended for: all PHND Estimated time to complete: ongoing</p> <p>To obtain/access: arranged by the DOH Local Public Health Nurse Liaison. Carol Oliver Local Public Health Nurse Liaison Division of Community and Family Health Washington State Department of Health P.O. Box 47830</p>

Basic Level	Activities
	<p>Olympia, WA 98504-7830 (360) 236-3734 (360) 664-4500 (FAX) carol.oliver@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB7 Participate in WSALPHO list serve</p> <p>Description: a list serve for the leadership of local health jurisdictions (e.g., Administrators, Local Health Officers, Environmental Health Directors, and Nursing Directors), the director of the Washington State Association of Local Public Health Officials, leadership of the Washington State Department of Health, the director of the State Board of Health, and faculty from the University of Washington's School of Public Health and Community Medicine. The purpose of the list serve is to facilitate communication among these partners about public health in Washington State. Participants submit questions or comments to the list serve to receive feedback or engender philosophical discussions. The list serve is largely unmonitored and relies heavily on participants to maintain the quality and relevance of the dialogues.</p> <p>Recommended for: all PHND Estimated time to complete: varies depending on input to the list serve</p> <p>To obtain/access: Potential subscribers must be approved before being added to the list serve. Contact person: Vicki Kirkpatrick, Administrator WSALPHO (360) 753-1886 email: vkirkpatrick@wacounties.org; vkirkpatri@aol.com</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB8 Participate in the COM-DIS list serve</p> <p>Description: a list serve for local and state public health practitioners on communicable diseases. The list serve distributes communicable disease announcements and allows discussion of issues related to communicable disease.</p> <p>Recommended for: PHND with communicable diseases responsibilities Estimated time to complete: varies depending on input to the list serve</p> <p>To obtain/access: Potential subscribers must be approved before being added to the list serve. Contact person: John Kobayashi Communicable Diseases Epidemiology Section Washington State Department of Health (206) 361-2831 (206) 361-2930 (FAX) john.kobayashi@doh.wa.gov</p> <p>Need description.</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB9 Participate in the Assessment Coordinators list serve</p> <p>Description: an open list serve for local and state public health practitioners on assessment and epidemiology.</p> <p>Recommended for: PHND with assessment responsibilities Estimated time to complete: varies depending on input to the list serve</p> <p>To obtain/access: Contact person: Christie Spice DOH Local Assessment Coordinator Center for Health Statistics</p>

Section 7: Learning Resource Tool Kit

Basic Level	Activities
	<p>Washington State Department of Health PO Box 47814 Olympia, WA 98504-7814 (360) 236-4345 (360) 236-4088 (FAX) christie.spice@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB10 Participate in the LHJ Fiscal list serve</p> <p>Description: a list serve of the Local Health Jurisdiction Financial Discussion Group to discuss financial issues of importance to local health jurisdictions. Recommended for: PHND with fiscal responsibilities Estimated time to complete: varies depending on input to the list serve</p> <p>To obtain/access: Contact person: Lois Speelman Financial Services Washington State Department of Health PO Box 47901 Olympia, WA 98504-7901 (360) 236-4503 (360) (360) 236-4500 (FAX) lois.speelman@doh.wa.gov</p>
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>AB11 Development of job/position description</p>

SECONDARY LEVEL

Secondary Level	Written Materials/Resources
<p>Selected for orientation plan:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Date:</p> <p>Comments:</p>	<p>WS1 Information from the Municipal Research & Services Center (MRSC)</p> <p>Description: a non-profit, independent organization created in 1969 that provides programs and services to Washington's 279 cities and 39 counties. MRSC's resources include a staff of local government experts, a comprehensive local government reference library, publications, and a website. MRSC staff will respond to inquiries on many facets of local government including budgeting and finance, municipal law, public management and administration, planning and growth management, public works and utilities, and local government policies. The library includes ordinances, city and county codes, budgets and financial reports, comprehensive plans and documents illustrating virtually every function and operation of local government. The website includes access to the Revised Code of Washington, Washington Administrative Code, municipal and county codes, ordinances, and information on a variety of issues of relevance to local government.</p> <p>Recommended for: all PHND Estimated time to complete: varies depending on nature of interest</p>

Secondary Level	Written Materials/Resources
	<p>To obtain/access: Local officials may access information online at http://www.mrsc.org/ or request assistance from MRSC at by phone, letter, fax, or e-mail.</p> <p>Municipal Research Services Center 1-800-933-6772 (206) 625-1220 (FAX) mrsc@mrsc.org</p>